April 7, 1953

Honorable A. Pilston Godwin, Jr.
Senate Chamber
North Carolina General Assembly
Raleigh, North Carolina

My dear Senator:

Thank you for your letters of April 2, 1953.

I sincerely appreciate your kind comments concerning Special Agent William V. Cleveland and Mr. J. D. McCarthy. I know that Mr. Cleveland was very pleased to have had the opportunity of chatting with you during your visit on March 26, and that Mr. McCarthy was happy to take your son on a tour of our facilities. I do hope that both of you enjoyed your visit and that you will call upon us on another occasion.

I am taking the liberty of advising Mr. Cleveland and Mr. McCarthy of your letters, and I am sure they will be as grateful for your remarks as I am.

Sincerely yours,
J. Edgar Hoover

MAILED 8
APR - 8 1953
COMM-FBI

cc - Charlotte, with copies of incomings
cc - SA William V. Cleveland, with copy of incoming pertaining to him
Room 1740
cc - Assistant Director S. J. Tracy, with copy of incoming pertaining to McCarthy
ATTENTION: John D. McCarthy

NOTE: William V. Cleveland EOD 12-6-39 as clerk, 7-6-42 as Special Agent; GS-14; assigned to Domestic Intelligence Division.

(Note continued next page)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

RECORDED 20 1953

TEB:mms :dmr

APR 8 3 15 PM '53
FBI
JUSTICE

Honorable A. Pilston Godwin April 7, 1953

John D. McCarthy EOD 2-3-47 as clerk; voluntarily resigned 8-18-50; reinstated 3-24-52 as clerk; GS-5; assigned to Identification Division as fingerprint clerk.

A. Pilston Godwin, Jr. EOD 8-10-42 as Special Agent, voluntarily resigned 8-22-45 in CAF-11; services satisfactory.

TEB:mms

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: May 25, 1953

FROM : H. L. Edwards

SUBJECT: WILLIAM V. CLEVELAND
EOD 7-6-42, Inspector
Domestic Intelligence Division
GS-14 $9600

PHYSICAL CONDITION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

William V. Cleveland was afforded a general physical examination at the United States Naval Hospital, Bethesda, March 3, 1953, at which time he was certified for arduous physical exertion and use of firearms and no physical defects were listed on the Report of Medical Examination. In view of swelling at the base of his spine and pain which he has recently experienced, he was afforded a special consultation 5-22-53 by our medical examiner, Dr. Robert T. Miller, at Bethesda. He advised Dr. Miller that he has had soreness and swelling at the base of his spine for several months, that he seemed well until about a week ago when he experienced pain, and the examination by Dr. Miller revealed a swollen area at the base of the spine approximately two inches by one inch. His diagnosis was "cyst," which is infected. Dr. Miller referred Mr. Cleveland to the Department of Surgery at the U.S. Naval Hospital. b6 b7C

Dr. F. L. Golbranson, Department of Surgery, Bethesda, advised that Mr. Cleveland has an acute pilonidal abscess requiring treatment as soon as possible and recommended admittance to the U.S. Naval Hospital 5-22-53. Mr. Cleveland was admitted this date following the concurring opinion of Dr. Miller with his recommendation. "Pilonidal" is defined in the medical dictionary as "having hairs for a nidus." "Nidus" is defined as point of origin or focus.

The Director's personal note is being sent to Mr. Cleveland under date of 5-25-53. His condition will be followed by the Physical Examinations Unit.

RECOMMENDATION:

None. The above is for your information.

RECORDED 67-134995-195
Searched
Numbered
11 MAY 28 1953
FEDERAL BUREAU OF INVESTIGATION

WBH:jmb

cc - A. H. Belmont (P & C) (Direct)
Leave Unit (Direct)
[redacted] (Direct)

Dir note
Pers. Sent.

89 JUN 2 1953

May 25, 1953

Mr. William V. Cleveland
U. S. Naval Hospital
Bethesda, Maryland

Dear Mr. Cleveland:

I have been informed that it was necessary for you to be hospitalized to undergo surgery, and I am sorry to learn of this.

You should follow closely the instructions of your physician and take every precaution in order not to retard your recovery. It is hoped that your recovery will be rapid.

With kind regards and best wishes,

Sincerely,

J. Edgar Hoover

MY 25 5 42 PM '53
RECEIVED
FBI
WDM

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Tele. Rm.
Holloman
Gandy

cc: Mr. Belmont (P&C)
RXW/jac

Mr. Hershey advised leave office 5-22-53, Mr. Cleveland entered U. S. Naval Hospital for removal of ~~pinonidial~~ PILONIDAL abscess.

MAY 28 1953

MAILED 2
MAY 26 1953
COMM-FBI

May 1, 1953

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
[redacted]	Honolulu Continued Continued (Ordered to Memphis as SAC)	2-26-52	4-9-53	

b6
b7C

W. V. CLEVELAND

REASON
Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during inspection dated 10-28-52. Because of his poor judgment in connection with the posed pictures of SA's [redacted] and [redacted] which appeared in the Honolulu press.

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
[redacted]	Salt Lake City Continued Continued Continued in Salt Lake City	7-8-52 9-11-52 10-27-52 2-6-53	3-19-53	Under inspection as of 4-27-53

REASON
Failure to bring about the necessary improvement in the criminal informant coverage of the Philadelphia Office. Because of improper handling of case entitled "Fraud Against the Government and Interstate Transportation of Stolen Aircraft", involving [redacted].

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
[redacted]	Springfield	10-30-52	2-12-53	

REASON
Delinquencies discovered during inspection of the Springfield Office dated 10-1-52.

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
[redacted]	Portland	11-18-52	3-3-53	

REASON
Because of delinquencies discovered by Inspector Stein.

67-0-53-1202
ORIGINAL FILED IN

22 AUG 5 1953

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
J. J. Casper	New Haven	12-8-52	11-7-52	Under inspection as of 4-27-53

REASON
Because of delinquencies discovered during inspection of the New Haven Office.

[redacted]	New York	1-16-53	12-18-52	_____

b6
b6
b7C

Because of delinquencies discovered during inspection of the New York Office.

[redacted]	Birmingham	2-18-53	1-29-53 (New Orleans Office)	_____

Because of not advising the Bureau of the identity of the Senior Resident Agent designated at Monroe, La. or securing Bureau approval for his designation in accordance with Bureau regulations.

[redacted]	Atlanta	3-3-53	5-28-52 (Los Angeles Office)	Under inspection as of 4-9-53

In view of the inept manner in which he had carried out the responsibilities of the Los Angeles Division.

[redacted]	Savannah	3-6-53	12-19-52	_____

Because of the unsatisfactory manner and inexcusable delays which occured in connection with the investigation by the Savannah Division of the Civil rights matters involving [redacted]

[redacted]	San Juan	3-27-53	3-17-53	_____

Because of certain findings by Inspector Van Pelt as a result of his recent analysis of the operations of the San Juan Division.

[redacted]	Quantico (Training & Inspection Division)	4-7-53	_____	_____

Failure to devote proper attention to handling of duties and responsibilities in connection with the inspection of the Louisville Office.

[redacted] Louisville 4-9-53 3-17-53 _____ b6 b7C

Delinquencies and weaknesses discovered during inspection of the Louisville Office.

[redacted] Phoenix 4-9-53 May of 1952 Under inspection as of 4-23-53

Improper handling of an extortion investigation.

[redacted] Newark 4-14-53 3-11-53 (Boston Office) _____

Because of delinquencies discovered during inspection of the Boston Office.

[redacted] Dallas 4-22-53 4-21-53 _____

Because of an incident which occured on the afternoon of 4-10-53, when an Agent of the Dallas Office attempted to apprehend [redacted] a Fugitive - Deserter.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME	TITLE	DATE	REASON
J. J. McGuire	Number One Man in Records and Communications Division	2-13-53	Improper supervision of employees located under him in the Records and Communications Division.
W. V. Cleveland	Number One Man to Mr. Belmont	3-12-53	Failure to report to his immediate supervisor an incident which resulted in a complaint to the Arlington County Police Department.

Respectfully,

W. P. Glavin

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : W. R. GLAVIN

DATE: May 28, 1953

FROM : H. L. EDWARDS

SUBJECT: WILLIAM V. CLEVELAND
EOD 7-6-42, Inspector
Domestic Intelligence Division
GS-14 $9600

PHYSICAL CONDITION

You will recall that William V. Cleveland was afforded a special consultation at the United States Naval Hospital, Bethesda, Maryland, May 22, 1953, because of swelling occurring at the base of his spine with accompanying pain. Dr. Robert T. Miller, our examiner, found a swollen area approximately two inches by one inch and referred Mr. Cleveland to Dr. F. L. Golbranson, Department of Surgery at Bethesda, who diagnosed the condition as an acute pilonidal absess. Mr. Cleveland, upon the doctor's recommendation, was admitted to the hospital May 22, 1953, and the Director's personal note was sent to Mr. Clevelan May 25, 1953. b6 b7C

From May 22, 1953, to May 25, 1953, the absess was drained and hospital officials discharged Mr. Cleveland Monday, May 25, 1953. Mr. Cleveland expected to return to work May 26, 1953, but will be scheduled to return to the U. S. Naval Hospital in about a week for possible operative treatment.

RECOMMENDATION

None. This is submitted for your information.

WBH:lam

CC- A. H. Belmont (Personal and Confidential - Leave Unit

67-134775-196
Dispatched
Numbered 7
12 JUN 3 1953
FEDERAL BUREAU OF INVESTIGATION

89 JUN 5 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: June 4, 1953

FROM : MR. A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND
NO. ONE MAN
DOMESTIC INTELLIGENCE DIVISION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

You will recall that Mr. Cleveland went to Bethesda Naval Hospital on May 22, 1953, at which time it was determined he had a pilonidal cyst which had become abscessed and infected. He was admitted to the Hospital on that day and underwent surgery and treatments to clear up the infection. He was released from the Hospital on the afternoon of May 25 and returned to duty on the morning of May 26.

On June 1, Mr. Cleveland went back to the Bethesda Naval Hospital, upon instructions of the surgeons, and at that time was advised by Dr. Knudhansen that in view of the fact this condition had been recurring for a number of years, it would be necessary to perform an operation to remove the cyst. Dr. Knudhansen recommended that Mr. Cleveland be admitted to the Hospital on the morning of June 15 for this operation, inasmuch as by that time the treatments, which are continuing, should have the infection cleared up to the point where the operation can be performed. Dr. Knudhansen advised Cleveland that if the cyst is not removed, it will continue to flare up from time to time. He advised Cleveland he would be in the Hospital for about ten days and that thereafter it would be necessary for him to report back to the Hospital twice weekly. He indicated that no definite time could be set as to when Cleveland could return to work, but indicated he should count on a total of ten weeks and it might possibly be less than that. Cleveland feels that Dr. Knudhansen was painting a very pessimistic picture and that he will be able to return to the office much sooner.

Because the Domestic Intelligence Division is presently under inspection and, further, because of the presently heavy workload in the Domestic Intelligence Division, Mr. Cleveland is reluctant to go ahead with the operation at this time and has stated he is perfectly willing to postpone the operation until a more convenient time. I have pointed out to him that in view of the fact the doctor has indicated this condition will flare up again if he does not have it taken care of once and for all, he should go ahead with the operation as recommended by Dr. Knudhansen.

67-134975-197

AHB:LL

cc-MR. GLAVIN
cc-MR. H. L. EDWARDS

RECORDED-91

Searched
Numbered 130

12 JUN 15 1953
FEDERAL BUREAU OF INVESTIGATION

RECOMMENDATION:

Supervisor David E. Todd, who is assigned to the Espionage Section, has had extensive investigative and supervisory experience in security matters. He functioned as a supervisor in the San Francisco Office prior to being assigned to the Seat of Government on March 17, 1952. He is conscientious, dependable, has a practical approach and gets results. He has a good knowledge of Bureau policy.

It is recommended that during Mr. Cleveland's absence, Supervisor Todd handle the work on Cleveland's desk.

June 2, 1953

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK
C. E. Weeks	Honolulu Continued Continued (Ordered to Memphis as SAC)	2-26-52 11-12-52 4-10-53	4-9-53	_____
[redacted]	Springfield Continued (Per memo dated 6-1-53 he is being recommended for removal from probation)	10-30-52 3-10-53	5-15-53	_____
[redacted]	Birmingham	2-18-53	1-29-53 (New Orleans Office)	_____

b6
b7C

W. V. CLEVELAND

REASON

Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during inspection dated 10-28-52. Because of his poor judgment in connection with the posed pictures of SA's [redacted] and [redacted] which appeared in the Honolulu press.

Delinquencies discovered during inspection of the Springfield Office dated 10-1-52.

Because of not advising the Bureau of the identitiy of the Senior Resident Agent designated at Monroe, La., or securing Bureau approval for his designation in accordance with Bureau regulations.

67-036-1794

22 AUG 5 1953

[redacted]	Atlanta	3-3-53	5-8-53 (Los Angeles Offide)	_____.

b6
b7C

In view of the inept manner in which he had carried out the responsibilities of the Los Angeles Division.

[redacted]	Savannah	3-6-53	12-19-52	_____

Because of the unsatisfactory manner and inexcusable delays which occured in connection with the investigation by the Savannah Division of the Civil rights matters involving [redacted]

[redacted]	San Juan	3-27-53	3-17-53	Under inspection as of 5-29-53

Because of certain findings by Inspector Van Pelt as a result of his recent analysis of the operations of the San Juan Division.

[redacted]	Quantico (Training & Inspection Division)	4-7-53	_____	_____

Failure to devote proper attention to handling of duties and responsibilities in connection with the inspection of the Louisville Division.

[redacted]	Louisville	4-9-53	3-17-53	_____

Delinquencies and weaknesses discovered during inspection of the Louisville Office.

[redacted]	Newark	4-14-53	3-11-53 (Boston Office)	_____

Because of delinquencies discovered during inspection of the Boston Office.

[redacted]	Dallas	4-22-53	4-21-53	_____

Because of an incident which occured on the afternoon of 4-10-53, when an Agent of the Dallas Office attempted to apprehend [redacted] a Fugitive - Deserter.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

NAME	TITLE	DATE
W. V. Cleveland	Number One Man to Mr. Belmont	3-12-53

REASON
Failure to report to his immediate supervisor an incident which resulted in a complaint to the Arlington County Police Department.

[redacted]	Inspector in Charge of Security Section	5-13-53

b6
b7C

Failure to furnish Liaison Section with a transcript of testimony given by [redacted] before a Congressional committee.

[redacted]	Number One Man of Espionage Unit	5-13-53

Failure to issue specific orders to supervisors regarding the handling of certain testimony given by Thad Lawrence Mason before a Congressional committee indicating the possibility of espionage.

Respectfully,

W. R. Glavin

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: June 12, 1953

FROM : MR. A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Attached is a special efficiency report on Mr. William V. Cleveland. Because his work has been very satisfactory during the period he has been on probation, I recommend that he be removed from probation.

Attachment

AHB:mer

CC: Administrative Division

1 ENCL.

167

17 JUN 29 1953

67-134975-198
Searched
Numbered 102
11 JUN 15 1953
FEDERAL BUREAU OF INVESTIGATION

FD-185

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Usitson

Name of Employee: WILLIAM V. CLEVELAND

Where Assigned: Domestic Intelligence (Division) Front Office (Section, Unit)

Payroll Title: Number One Man to Assistant Director

Rating Period: from March 12, 1953 to June 12, 1953

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:	[signature]	Assistant Director	June 12, 1953
Reviewed by:			
Rating approved by:	[signature]	ASSISTANT DIRECTOR	JUN 17 1953

TYPE OF REPORT

( ) Official
( ) Annual
(x) Administrative
( ) 60-day
( ) Transfer
( ) Separation from Service
(x) Special

RECORDED

67-134975-199
Searched
Numbered 102
JUN 15 1953
FEDERAL BUREAU OF INVESTIGATION

173
17 JUN 29 1953

SEC. THREE

JUN 15

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185 A

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee WILLIAM V. CLEVELAND Title No. One Man to Assistant Director

Rating Period: from 3-12-53 to 6-12-53

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

✓ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
✓ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
+ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
✓ (14) Technical or mechanical skills.
+ (15) Investigative ability and results:
  + (a) Internal security cases
  — (b) Criminal or general investigative cases
  — (c) Fugitive cases
  — (d) Applicant cases
  — (e) Accounting cases
✓ (16) Physical surveillance ability.
✓ (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
  O (a) Investigative reports.
  O (b) Summary reports
  + (c) Memos, letters, wires
  (Consider: — conciseness; — clarity; — organization; — thoroughness; — accuracy; — adequacy and pertinency of leads; — administrative detail.)
O (20) Performance as a witness.
+ (21) Executive ability:
  + (a) Leadership
  + (b) Ability to handle personnel
  + (c) Planning
  + (d) Making decisions
  + (e) Assignment of work
  + (f) Training subordinates
  + (g) Devising procedures
  + (h) Emotional stability
  + (i) Promoting high morale
  + (j) Getting results
O (22) Ability on raids and dangerous assignments:
  — (a) As leader
  — (b) As participant
+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
+ (25) Miscellaneous. Specify and rate:
  Capability for Additional Responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Administrator; Desk Man; No. One Man to Assistant Director

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator; Desk Man; Executive

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

WILLIAM V. CLEVELAND
NUMBER ONE MAN TO ASSISTANT DIRECTOR
DOMESTIC INTELLIGENCE DIVISION
GS 14 $9600
EOD BUREAU: Clerk - December 26, 1939
Agent - July 6, 1942

This is a special efficiency report in view of the fact that Mr. Cleveland was placed on probation on March 12, 1953.

During the period in question Mr. Cleveland's work has been uniformly good. He has handled a large volume of work which required sound knowledge of Bureau policy, the ability to make prompt and accurate decisions, and the ability to work with Supervisors throughout the Division. He has shown good judgment in handling the many problems which arise from day to day. On many occasions it is necessary for him to handle calls from the Field requiring prompt decisions to be made and he has shown himself to be very capable in this respect. He has made a number of very worthwhile suggestions. In the absence of Mr. Hennrich, he has assumed the responsibilities of Branch Chief of the Security Branch and has capably met those responsibilities.

His attitude has been excellent and he has been constantly alert to protect the Bureau's best interests. Mr. Cleveland is rated Satisfactory.

WVCleveland

Address reply to
Commanding Officer
nch

U. S. NAVAL HOSPITAL
NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND

for PEACE OF MIND BUY SAVINGS BONDS

CLEVELAND, WILLIAM V. FEDERAL BUREAU OF INVESTIGATION

5-22-53 Admitted this date with diagnosis of: Pilonidal abscess, acute. #2180

OPERATIONS:

5-22-53 Pilonidal cyst, incision and drainage of #934

SUMMARY:

This patient was admitted with typical signs and symptoms of an inflamed pilonidal cyst of five days' duration. He had had intermittent abscess formation and drainage over a 20 year period.

Incision and drainage was performed at time of admission and oral terramycin was administered. Pain and tenderness subsided quickly with the above treatment, plus a regimen of sitz baths three times daily. He was advised to have excision of the cyst when quiescent and was discharged to outpatient care.

5-25-53 Discharged to home.
D
3

J.I.F. KNUD-HANSEN
LCDR MC USN

APPROVED:
R. B. BROWN
CAPT MC USN
CHIEF OF SURGERY

RECORDED

67-134775-206
Searched
Numbered 112
12 JUN 19 1953
FEDERAL BUREAU OF INVESTIGATION

174

17 JUN 24 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: June 17, 1953

FROM : H. L. Edwards

SUBJECT: WILLIAM V. CLEVELAND
EOD 7-6-42
GS 14, $9600
[redacted] Domestic Intelligence Division
PHYSICAL CONDITION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Nease
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

You will recall that William V. Cleveland was afforded a special consultation May 22, 1953, at the U. S. Naval Hospital, Bethesda, Maryland, because of swelling at the base of his spine accompanied by pain. Our medical examiner, Dr. Robert T. Miller, found a swollen area about 2 inches by 1 inch and referred Mr. Cleveland to Dr. F. L. Golbranson, Department of Surgery, at Bethesda. The latter diagnosed the condition as an acute pilonidal abscess or cyst and upon the physicians' recommendation, Cleveland was admitted to the hospital where the swollen area was drained and he was discharged 5-25-53 with instructions to return for operative treatment and removal of the cyst.

Mr. Cleveland re-entered the U. S. Naval Hospital at Bethesda 6-15-53 and was operated on 6-16-53. It was ascertained from the Department of Surgery 6-17-53 that immediately following the operation Mr. Cleveland hemorrhaged to some extent, that the hemorrhaging was rapidly stopped, that he did not lose much blood, and that he is up on his feet this morning. He is reportedly quite comfortable. It was learned that a cyst and several small ones were removed from the base of his spine, that although the operation did not require a large incision, nevertheless, because of its location it has to be left open for healing purposes which will probably necessitate hospitalization for several weeks and approximately a total of 8 weeks off duty. The Department of Surgery advised that he may have visitors at any time and he is in Tower 12 (12th floor).

b6
b7C

The Director's personal note is being prepared under date of 6-17-53. Our Hospital Liaison Aide, [redacted] personally contacted Mr. Cleveland at the Hospital 6-16-53 following the operation. Mr. Cleveland has ample leave to cover his absence, possessing 804 hours of sick leave and 637 hours annual leave accrued as of 5-23-53.

RECORDED

67-134975-201
Searched
Numbered
11 JUN 19
FEDERAL BUREAU OF INVESTIGATION

RECOMMENDATION

None. The above is for your information and his condition will be followed.

148 149

CC: Mr. A. H. Belmont (Sent direct) (P & C)
Leave Unit (Sent direct)
[redacted] (Sent direct)
[redacted] direct)

WBH: jmj

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: June 19, 1953

FROM : H. L. Edwards

SUBJECT: WILLIAM V. CLEVELAND
Special Agent
(#1 Man to Mr. Belmont)
Domestic Intelligence Division

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

RE: REMOVAL FROM PROBATION

This employee entered on duty 12-26-39 as a Messenger and on 7-6-42 as a Special Agent. He is presently in Grade GS-14, $9600 per annum. He is being considered for removal from probation.

By letter dated 3-12-53 he was CENSURED and PLACED ON PROBATION, with respect to an incident in which he was involved on 3-6-53, at which time a complaint was made to the Arlington County Police Department about him. While it was noted that he had advised that there was absolutely no basis for the complaint, he did fail to report this matter to his official superior until after the difficulty had been brought to the Bureau's attention from an independent source. It had also come to light that although he had been residing in Arlington County, Virginia for some time, he had neglected to secure appropriate license plates for his automobile which fact was brought to his attention by the police following the complaint made against him. Finally, he had admitted that on the occasion in question he identified himself to the police as a Special Agent of the FBI although his official position was in no way involved in the matter.

On 3-31-53 Mr. Belmont rated him SATISFACTORY.

His daily average overtime for April, 1953 was 2 hours 12 minutes.

On 6-12-53 Mr. Belmont rated him SATISFACTORY and said he handled a large volume of work which required sound knowledge of Bureau policy, the ability to make prompt and accurate decisions, and the ability to work with Supervisors throughout the Division. He had shown good judgment in handling the many problems which arose from day to day. On many occasions it was necessary for him to handle calls from the Field requiring prompt decisions to be made and he had shown himself to be very capable in this respect. In the absence of Mr. Hennrich, he had assumed the responsibilities of Branch Chief of the Security Branch and had capably met those responsibilities. His attitude had been excellent and he had been constantly alert to protect the Bureau's best interests. In a separate communication the Assistant Director recommended that he be removed from probation.

67-134975-202
Searched
Number
JUN 29 1953
FEDERAL BUREAU OF INVESTIGATION

RECOMMENDATION: It is recommended that he be removed from probation.

FDH/wg

agree 6/23 OK WRM 6-22 agree 6/23 agree 6/23

June 17, 1953

Mr. William V. Cleveland
5113 5th Street
South Arlington, Virginia

Dear Mr. Cleveland:

I am sorry to learn that it was necessary for you to undergo an operation, and I want to take this means of expressing the wish that your condition is satisfactory at this time.

Let me urge you to make certain that you have completely regained your strength before you try to resume your duties at the office.

Sincerely,

J. Edgar Hoover

RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
JUN 17 3 35 PM '53

cc: Mr. Belmont (P&C)
RKW/fac

Mr. Hershey advised Leave Office 6-17-53, that above named employee had entered the hospital to undergo an operation (removal of cyst tumor from base of spine.) Condition good.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

MAILED 2
JUN 17 1953
FBI

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-06-2012

June 25, 1953

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

The Bureau is pleased to advise you that you are being removed from a probationary status.

Sincerely yours,

John Edgar Hoover
Director

CC: Mr. Belmont (Personal and ~~Confidential~~)

Movement (~~Confidential~~)
Leave (~~Confidential~~)
[redacted] (~~Confidential~~)
[redacted] ent direct)

b6
b7C

FDH/dar

67-134975-203

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

MAILED 4
JUN 25 1953
COMM-FBI

158
JUL 1 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: June 25, 1953

FROM : MR. L. L. LAUGHLIN

SUBJECT: WILLIAM V. CLEVELAND

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Mr. Cleveland called today and stated that he had been to the Naval Hospital at Bethesda for treatment and was advised by the doctors that he is progressing satisfactorily. Mr. Cleveland stated that he had been instructed by the doctors to return to the hospital twice a week until further notice.

He said he would keep the Bureau advised of his condition.

LLL:mer

RECORDED - 94

67-134975-204

Searched ....
Numbered ....

12 JUN 30 1953
FEDERAL BUREAU OF INVESTIGATION

20 JUL 2 1953

169

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : W. R. GLAVIN

DATE: June 26, 1953

FROM : H. L. EDWARDS

SUBJECT: WILLIAM B. CLEVELAND
Special Agent
Domestic Intelligence Division
HEALTH MATTER

You will recall from previous memoranda the above-named Special Agent was admitted to Bethesda Naval Hospital June 15, 1953, for removal of pilonidal cyst. The operation was performed June 16 and SA Cleveland was discharged from the hospital June 22.

The Health Service telephonically contacted Mrs. Cleveland at their residence June 25 for a report on SA Cleveland's condition. Mrs. Cleveland stated her husband was getting along very well and returns to the doctor at Bethesda Naval Hospital twice a week for follow-up treatment.

RECOMMENDATIONS

None. This is submitted for record purposes.

ECK:lam
CC - Mrs. Wood
Mr. Belmont

67-134975-205
Searched
Numbered 72
12 JUL 2 1953
FEDERAL BUREAU OF INVESTIGATION

RECORDED

172

89 JUL 6 1953

3 Gaa

Address reply to
Commanding Officer

U. S. NAVAL HOSPITAL
NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND

for PEACE OF MIND BUY SAVINGS BONDS

CLEVELAND, WILLIAM V. CIVHUM NON IND.

15 June 53 Admitted this date with diagnosis of:
Cyst, pilonidal #2180

OPERATIONS:

16 June 53 Excision, pilonidal cyst, #933
" Exploration, of wound, trunk(excision of pilonidal cyst), with ligation of bleeding points. #923

PATHOLOGICAL DIAGNOSES:

Pilonidal cyst

SUMMARY:

This patient had had recurrent episodes of infection and drainage from a pilonidal cyst over a 20 year period. It had been incised surgically one month prior to this admission and had drained continuously since. Examination revealed a midline opening in the skin at the sacro-coccygeal joint, communicating with a firm cystic mass beneath it.

The cyst was excised and packed open, under caudal anesthesia. The post-operative course was uneventful with the exception of bleeding that required redressing of the wound and ligation of several actively-bleeding vessels, a few hours after surgery. The patient was placed on a regimen of Sitz baths, and when granulation of the wound was observed to have begun, he was discharged to out-patient care.

22 June 53 Discharged to home this date.
D
7

J.I.F. KNUD-HANSEN
LCDR MC USN

APPROVED:
R.B. BROWN
CAPT MC USN
Chief of Surgery

67-134975-206
Searched
Numbered 151
12 JUL 6 1953
FEDERAL BUREAU OF INVESTIGATION

RECORDED 92

89 JUL 8 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: July 13, 1953

FROM : H. L. Edwards

SUBJECT: WILLIAM V. CLEVELAND
EOD 7-6-42
GS 14, $9600
Domestic Intelligence Division
PHYSICAL CONDITION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

You will recall that William V. Cleveland was operated on June 16, 1953, for a pilonidal cyst near the base of his spine. He was discharged from the U. S. Naval Hospital at Bethesda and returned to active duty June 30, 1953. Mr. Cleveland advised that he is still being treated on an outpatient basis by the U. S. Naval Hospital but that he feels very well and was permitted to return to work by the medical examiner at Bethesda. Mr. Cleveland advised that he is required to take hot sitz baths at regular intervals.

RECOMMENDATION

None. The above is for record purposes.

67-134975-207
Searched
Numbered 141
12 JUL 14 1953
FEDERAL BUREAU OF INVESTIGATION

RECORDED—79

159

CC: Leave Unit (Sent direct)
Health Service (Sent direct)
Miss Cleavenger (Sent direct)

WBH:jm JUL 23 1953

Usual for
Lee
Wilson FHB
Clark Wee/N
Inspector

NAME: WILLIAM V. CLEVELAND NUMBER ONE MAN

EOD: Clerk - December 26, 1939
Agent - July 6, 1942 GS-14 $9,600

Assistant Director Belmont:

Mr. Cleveland is carried as Number One Man to the Assistant Director of the Domestic Intelligence Division. In this capacity he handles a very heavy volume of both incoming and outgoing mail in the Division. He is thoroughly experienced, knows Bureau policy and has shown uniform good judgment in passing on the many problems brought before him in his work each day. He has made a number of suggestions to the benefit of the Bureau. On occasions, for as long as three weeks at a time, he has supervised the work in the Security Branch of the Division in a highly capable fashion. He has occasion to receive calls from the Field presenting problems requiring prompt decisions and has shown himself to be very capable in this respect. His work has been very satisfactory and he is rated Satisfactory.

Mr. Cleveland was placed on probation on March 12, 1953, for failure to report to the Bureau an incident in which he was involved, wherein he was questioned by the Arlington, Virginia, Police. On June 12, 1953, a Special Efficiency Report was submitted, recommending that he be removed from probation. Removed from proba. by letter 6-25-53 rc

INSPECTOR STEIN: Cleveland appears to have a very good knowledge of his duties. He handles volume and is prompt in making decisions.

Inspection Report
Domestic Intelligence Division
Inspector C. W. Stein
June 12, 1953
CWS:EHW

Noted by FHB 7-21-53

89 JUL 22 1953

87-NOT RECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: August 5, 1953

FROM : H. L. Edwards

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

SUBJECT: WILLIAM V. CLEVELAND
Special Agent - #1 Man to Mr. Belmont
Domestic Intelligence Division

RE: INSPECTOR'S AIDE

Agent Cleveland entered on duty 7/6/42 as a Special Agent and he is presently in Grade GS-14, $9600 per annum. Memorandum dated 10/16/46 reflected he was qualified to assist on inspections.

By letter dated 3/12/53 he was CENSURED and PLACED ON PROBATION for failure to report to the Bureau a complaint against him made to the Arlington County Police Department, for failure to secure Arlington County license tags for his automobile, and for unnecessarily identifying himself as an Agent of the Bureau to the police. On 6/25/53 he was REMOVED FROM PROBATION.

On his 1953 annual performance report, Mr. Belmont rated him SATISFACTORY and said he had materially assisted in improving the quality of the work produced in the Domestic Intelligence Division. He was thoroughly experienced, handled a very large volume of work, paid attention to detail, and had an excellent knowledge of Bureau policies and procedures.

RECOMMENDATION: It is recommended that approval be granted to continue utilizing the services of this Agent as an Inspector's Aide.

OK
8-6

CC: Mr. Clegg
FDH:imb

RECORDED - 45

67-134975-208
Searched
Numbered 127
12 AUG 7 1953
FEDERAL BUREAU OF INVESTIGATION

169
89 AUG 11 1953

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

TO : A. H. Belmont

DATE: August 8, 1953

FROM : W. V. Cleveland

SUBJECT:

As you know, I have been going to the Bethesda Naval Hospital twice each week and more recently once a week since being operated on for a pilonidal cyst on June 16, 1953. This is to advise that on the morning of August 8, 1953, I was advised by the doctor that the incision has completely healed and consequently it will not be necessary for the writer to report to the Bethesda Naval Hospital any more in connection with this operation.

ACTION:

None. For your information.

WVC:hmb

noted in phy. hist. me

RECORDED, #59

67— 134975-209
Searched
Numbered
14 AUG 11 1953
FEDERAL BUREAU OF INVESTIGATION

17 AUG 14 1953
167

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: 11-23-53

FROM : MR. W. V. CLEVELAND

SUBJECT:

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

b6
b7C

This is to advise that the writer has received a letter from [redacted] in Arlington, Virginia, dated November 19, 1953, enclosing a check in the amount of $30 which he describes in his letter as a bonus on the sale of a house to Supervisor [redacted]

Upon Supervisor Johnson's arrival in Washington on transfer from Indianapolis several months ago, he contacted the writer for suggestions as to reliable real estate men in Arlington inasmuch as he desired to purchase a home in that locality. [redacted] was personally known to me inasmuch as I attended Strayer Business College with him and he, together with a number of other individuals, was recommended to Agent [redacted] [redacted] subsequently did purchase a home from [redacted]

While I am certain that [redacted] means well, I, of course, will not accept the so-called "bonus" since to do so may lead him to believe that I have some sort of working arrangement with him, which is not the case.

ACTION:

The writer will return the $30 check to [redacted] and at the same time explain to him that no gratuity was expected nor can be accepted for having recommended his services to SA [redacted] At the same time it will be explained to [redacted] that he was one of several real estate men who had been recommended to SA [redacted]

67-134975-210
Seal
NOV 25 1953
11 NOV 30 1953
FEDERAL BUREAU OF INVESTIGATION

WVC:mrm

CC: Mr. C. D. Johnson

RECORDED-24

20 DEC 4 1953

FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT Cleveland, W. V.

FD-40
3-25-47

OFFICE	MO./YR.	HS	PPC	SG	.30	MG	GAS	Bulls Eye RD	SNAP	Shot-Gun #2	MPP QUALIFIED
Indianapolis	4/50				72	95		182	6		
"	5/50	98	96	100							
"	6/50	88	98	#2 ✓		95					
"	7/50	91	89	100							
"	8/50	91	90	#2 ✓		90					
"	9/50				84	90					
"	10/50										✓
"	11/50										✓
"	12/50										✓
"	1/51										✓
"	2/51										✓
"	3/51										✓
"	4/51				81	96				Bulls-eye	
"	5/51	93	93	100							
"	6/51	90	95	✓		92					
"	7/51	98	97	✓		90					
In Service 7-23-51 8-4-51		96	96	100	80	98					
Indpls	8/51	98	95	100							
"	9/51				78	100					
	9/51				82	84					
	4/52				82	98					
	5/52	96	91			94					✓
	7/52	98	97			92					
	8/52	96	95								
154	4/53										

23 NOV 13 1953

December 26, 1953

PERSONAL

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

I want to offer my congratulations to you upon the completion of your fourteen years with the Bureau. You have had a fine record over the years and I want you to know how much I appreciate the many contributions you have made. We are looking forward to having you with us for many more years.

Sincerely,

J. Edgar Hoover

SENT FROM D. S.
TIME 1:00
DATE 12-24-53
BY

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

JEH:ch

JAN 12 1954

Cear
Mohr
SENT

1. Agency and organizational designations	2. Pay period	3. Block No.	4. Slip No.
U.S. Department of Justice Federal Bureau of Investigation			11549

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
[illegible]	GS 14 $9600

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks:

11. Appropriation(s)

12. Prepared by

13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
12-27-51	7-20-52	$9600	$9800	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):

Period(s):

(Check applicable box in case of excess LWOP).

☐ In pay status at end of waiting period.

☐ In LWOP status at end of waiting period.

☒ No excess LWOP. Total excess LWOP ..... Initials of Clerk

6 8 DEC 31 1953

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

☆ U. S. GOVERNMENT PRINTING OFFICE 1952—246171

Mr. Cleveland

3-122

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

WASHINGTON 25, D. C.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund: b6 b7C

Name [redacted] CLEVELAND Relationship WIFE Date 17-7-53

Address [redacted] ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in line of duty.

NAME SAME Relationship Date

Address

4 DEC 15 1953

DEC 14 1953

Very truly yours,

W K Cleveland

Special Agent

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: January 21, 1954

FROM : A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND
NO. ONE MAN
FRONT OFFICE, DOMESTIC INTELLIGENCE DIVISION

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Mr. Cleveland, who has been on sick leave Monday and Tuesday of this week, called me at home on January 20, 1954, to advise me that his wife is ill with pneumonia. Mr. Cleveland requested emergency annual leave to take care of his wife and also his children. I advised Mr. Cleveland to take whatever time is necessary in the care of his family. I told him if there is anything we can do to assist that he should contact us immediately.

RECORDED

67-134195-212
Searched
Number 7
12 JAN 26 1954
FEDERAL BUREAU OF INVESTIGATION

CC - Administrative Division

AHB:tlc

7 JAN 28 1954

January 22, 1954

Mr. William V. Cleveland
5813 South Fifth Street
Arlington, Virginia

Dear Mr. Cleveland:

I was indeed sorry to learn that Mrs. Cleveland is ill with pneumonia and that it has been necessary for you to remain at her side. You should feel entirely free to take whatever time is necessary away from your duties in order to render the necessary care and attention to your wife during her serious illness.

It is certainly my sincere hope that her condition will improve rapidly and that she will regain her health in the very near future.

Sincerely,
J. Edgar H

CC Mr. Belmont (P & C)
ERC:ep

[redacted] has been hospitalized with pneumonia

b6
b7C

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Sizoo
Miss Gandy

MAILED 16
JAN 25 1954
COMM-FBI

Tolson
Ladd
Mr. Nichols
Mr. Belmont
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Trotter
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Washington, D. C.
January 28, 1954

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

William V. Cleveland

I wish to acknowledge your letter dated January 22, 1954, concerning my wife's having contracted pneumonia.

As of January 27, the Doctor advised after examination that Mrs. Cleveland still has a congested area the size of a baseball which will be painful for about two months. However, he stated she will be able to move around so long as she does not do anything that will cause her to become short of breath, pointing out that the danger in recuperating from virus pneumonia is the possibility of developing chronic bronchitis.

61-34172-213

Since my return to work on January 25, I have been successful in having someone stay with my wife full time and will continue to have someone with her until she is back on her feet. Meanwhile, I wanted you to know that both Mrs. Cleveland and I most sincerely appreciate your expression of sympathy and your generous instruction that I should feel free to take whatever time might be necessary from my duties to see that Mrs. Cleveland gets the proper care.

FEB 1 1954
FEDERAL BUREAU OF INVESTIGATION

Sincerely yours,

W V Cleveland

William V. Cleveland

no acks necessary 1-29-54

82 FEB 14 1954

128

PROMULGATED BY THE BUREAU OF THE BUDGET CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
CLEVELAND, WILLIAM VERNER	SA	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	Annual	3-12-54

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-12-16	Mississippi	

15. EXAMINING FACILITY OR EXAMINER AND ADDRESS	16. OTHER INFORMATION
NNMC- Bethesda	

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION (NCD)

(Check each item in appropriate column; enter "N. E." if not evaluated)

NORMAL	ABNORMAL	
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
	X	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
X		36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
X		38. SPINE, OTHER MUSCULOSKELETAL
	X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 72)
NR	J	42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

Pilonidal sinus- repaired (NCD)

Copy Sent 84 5-78 any

Copy OWCP 7-78 any

Pilonidal sinus surgical scar (NCD)

V

(Continue in item 73) C7-134975-2114

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)

o.—Restorable teeth; /.—Nonrestorable teeth; X.—Missing teeth; XXX.—Replaced by dentures; (6 X 8).—Fixed bridge, brackets to include abutments

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	X	O						X							X		
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	
	O	X	X									X					

RECORDED-65

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

NUM 180

Type III
Class 2 26 1954
Torus man. bilateral
Calculus

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.029			46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC		
N	N	N	NEGATIVE	NEGATIVE

48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
ECG- NORMAL		

89 MAR 30 1954

File

Entered on card 3-24-54

16—62283-1

MAR 26 1954

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER ☐ MEDIUM ☐ HEAVY ☒ OBESE ☐	56. TEMP.
68½	211½	Brown	Brown		Normal

57. BLOOD PRESSURE (*Arm at heart level*)

SITTING	SYS. 110	RECUMBENT	SYS.	STANDING (3 min.)	SYS.
	DIAS. 62		DIAS.		DIAS.

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
96	104	92		

59. DISTANT VISION	60. REFRACTION	61. NEAR VISION
RIGHT 20/ 20 CORR. TO 20/	BY S. CX	CORR. TO BY
LEFT 20/ 20 CORR. TO 20/	BY S. CX	CORR. TO BY

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT LEFT	AOC 1940 Normal		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15 /15 SV 15 /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

Moderate obesity (NCD)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*) ☒ IS ☐ IS NOT QUALIFIED FOR STRENUOUS PHYSICAL EXERTION AND USE OF FIREARMS.

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

PHYSICAL CATEGORY

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE s/ R. W. Olmsted
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE s/ A. T. Smith CDR DC USN
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE — NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE 16—62288-1

Standard Form 89
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-2

REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
CLEVELAND, WILLIAM VERNER		
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
		MAR 12 1954

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-17-16	MISSISSIPPI	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

18. FAMILY HISTORY

RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH
FATHER			DELEASED (DIABETES)	66
MOTHER	76	GOOD		
SPOUSE	38	GOOD		
BROTHERS AND SISTERS	51	"		
	50	"		
	48	"		
	46	"		
	44	"		
CHILDREN	11	"		
	6	"		

19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:

YES	NO	(Check each item)	RELATION(S)
	✓	HAD TUBERCULOSIS	
	✓	HAD SYPHILIS	
✓		HAD DIABETES	FATHER
	✓	HAD CANCER	
	✓	HAD KIDNEY TROUBLE	
	✓	HAD HEART TROUBLE	
	✓	HAD STOMACH TROUBLE	
	✓	HAD RHEUMATISM (Arthritis)	
	✓	HAD ASTHMA, HAY FEVER, HIVES	
	✓	HAD EPILEPSY (Fits)	
	✓	COMMITTED SUICIDE	
	✓	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
	✓	SCARLET FEVER, ERYSIPELAS		✓	GOITER		✓	TUMOR, GROWTH, CYST, CANCER		✓	"TRICK" OR LOCKED KNEE
	✓	DIPHTHERIA		✓	TUBERCULOSIS		✓	RUPTURE		✓	FOOT TROUBLE
	✓	RHEUMATIC FEVER		✓	SOAKING SWEATS (Night sweats)		✓	APPENDICITIS		✓	NEURITIS
✓		SWOLLEN OR PAINFUL JOINTS		✓	ASTHMA		✓	PILES OR RECTAL DISEASE		✓	PARALYSIS (Inc. infantile)
	✓	MUMPS		✓	SHORTNESS OF BREATH		✓	FREQUENT OR PAINFUL URINATION		✓	EPILEPSY OR FITS
	✓	WHOOPING COUGH		✓	PAIN OR PRESSURE IN CHEST		✓	KIDNEY STONE OR BLOOD IN URINE		✓	CAR, TRAIN, SEA, OR AIR SICKNESS
	✓	FREQUENT OR SEVERE HEADACHE		✓	CHRONIC COUGH		✓	SUGAR OR ALBUMIN IN URINE		✓	FREQUENT TROUBLE SLEEPING
	✓	DIZZINESS OR FAINTING SPELLS		✓	PALPITATION OR POUNDING HEART		✓	BOILS		✓	FREQUENT OR TERRIFYING NIGHTMARES
	✓	EYE TROUBLE		✓	HIGH OR LOW BLOOD PRESSURE		✓	VENEREAL DISEASE		✓	DEPRESSION OR EXCESSIVE WORRY
	✓	EAR, NOSE OR THROAT TROUBLE		✓	CRAMPS IN YOUR LEGS		✓	RECENT GAIN OR LOSS OF WEIGHT		✓	LOSS OF MEMORY OR AMNESIA
	✓	RUNNING EARS		✓	FREQUENT INDIGESTION		✓	ARTHRITIS OR RHEUMATISM		✓	BED WETTING
	✓	CHRONIC OR FREQUENT COLDS		✓	STOMACH, LIVER OR INTESTINAL TROUBLE		✓	BONE, JOINT, OR OTHER DEFORMITY		✓	NERVOUS TROUBLE OF ANY SORT
	✓	SEVERE TOOTH OR GUM TROUBLE		✓	GALL BLADDER TROUBLE OR GALL STONES		✓	LAMENESS		✓	ANY DRUG OR NARCOTIC HABIT
	✓	SINUSITIS		✓	JAUNDICE		✓	LOSS OF ARM, LEG, FINGER, OR TOE		✓	EXCESSIVE DRINKING HABIT
	✓	HAY FEVER		✓	ANY REACTION TO SERUM, DRUG OR MEDICINE		✓	PAINFUL OR "TRICK" SHOULDER OR ELBOW		✓	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

✓	WORN GLASSES	✓	ATTEMPTED SUICIDE
✓	WORN AN ARTIFICIAL EYE	✓	BEEN A SLEEP WALKER
✓	WORN HEARING AIDS	✓	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
✓	STUTTERED OR STAMMERED	✓	COUGHED UP BLOOD
✓	WORN A BRACE OR BACK SUPPORT	✓	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER— B. COMPLETE THE FOLLOWING:

	BEEN PREGNANT		AGE AT ONSET OF MENSTRUATION
	HAD A VAGINAL DISCHARGE		INTERVAL BETWEEN PERIODS
	BEEN TREATED FOR A FEMALE DISORDER		DURATION OF PERIODS
	HAD PAINFUL MENSTRUATION		DATE OF LAST PERIOD
	HAD IRREGULAR MENSTRUATION	QUANTITY: ☐ NORMAL ☐ EXCESSIVE ☐ SCANTY	

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?	24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS	25. WHAT IS YOUR USUAL OCCUPATION?	26. ARE YOU (Check one) ☐ RIGHT HANDED ☐ LEFT HANDED

16—62239-1

67-134975-2114

ENCLOSURE

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT	
	✓	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.	
	✓	B. INABILITY TO PERFORM CERTAIN MOTIONS	
	✓	C. INABILITY TO ASSUME CERTAIN POSITIONS	
	✓	D. OTHER MEDICAL REASONS (*If yes, give reasons*)	
	✓	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?	
	✓	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (*If yes, give details*)	
	✓	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (*If yes, state reason and give details*)	
	✓	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (*If yes, state reason and give details*)	
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (*If yes, describe and give age at which occurred*)	PILONITAL CYST - AGE 37
	✓	33. HAVE YOU EVER BEEN A PATIENT (*committed or voluntary*) IN A MENTAL HOSPITAL OR SANATORIUM? (*If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic*)	
	✓	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (*If yes, specify when, where, and give details*)	
✓	✓	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (*If yes, give complete address of doctor, hospital, clinic, and details*)	NNMC
	✓	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (*If yes, which illnesses*)	
	✓	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date and reason for rejection*)	
	✓	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (*If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability*)	
	✓	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (*If yes, specify what kind, granted by whom, and what amount, when, why*)	

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE	SIGNATURE
	[illegible]

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (*Physician shall comment on all positive answers in items 20 thru 39*)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
		R. L. [illegible]	

16—62289-1 U. S. GOVERNMENT PRINTING OFFICE

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other examination indicates desirable)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ___is___ (is or is not) qualified for strenuous physical exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

___No___

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

R. W. Shuler
(Signature of Medical Examiner)

67-134975 3/2/54
(Date)

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont

DATE: March 27, 1954

FROM : C. E. Hennrich

SUBJECT: WILLIAM CLEVELAND
SPECIAL AGENT

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

At 1:15 p.m. March 27, Cleveland called and advised that he had been involved in an automobile accident on his way in to work. The accident occurred as he was approaching the 14th Street bridge from the Virginia side. The car immediately in front of him stopped sharp to avoid a collision with another car which had cut in front of her and stopped. Cleveland's car collided with the car in front. There were no personal injuries.

ACTION:

For your information.

RECORDED - 63

67 MAR 29 1954

CEH:elc

20 MAR 31 1954

Office Memorandum · UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: March 29, 1954

FROM : MR. W. V. CLEVELAND

SUBJECT: William V. Cleveland
Special Agent

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

Reference is made to memorandum from Inspector C. E. Hennrich to you dated March 27, 1954, relative to the writer's being involved in an automobile accident on that date.

This is to advise that the U. S. Park policeman who investigated the accident did not fix responsibility at the scene of the accident but, instead, requested that the occupants of all three automobiles involved appear for a hearing before U. S. Commissioner Stanley King at 9:30 a.m., Tuesday, March 30, 1954, in Alexandria, Virginia. The writer will appear as directed.

ACTION:

For your information.

WVC:LL

RECORDED-55

EX-134975-2116

63

APR 1954

APR 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: March 30, 1954

FROM : MR. W. V. CLEVELAND

SUBJECT: William V. Cleveland
Special Agent

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

The writer reported to U. S. Commissioner Stanley King, Alexandria, Virginia, at 9:30 a.m. today, March 30, and a hearing was held in connection with the accident on March 27 in which three cars were involved. The driver of the car which cut in front of writer's car and another car was charged with making an illegal turn, and the writer was charged with following too close. After the testimony of all parties involved, U. S. Commissioner King ruled that the first car (the car making the illegal turn) should actually be charged with reckless driving, since he was the sole cause of the accident. He was so judged and fined $25.00. The automatic charge of following too close which had been placed against the writer was dismissed.

For your information.

WVC:LL

RECORDED - 68

67-134925-217

MAR 31 1954

1954 MAR 31 10 00 AM

89 APR 2 1954

FD-185

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM V. CLEVELAND

Where Assigned: Domestic Intelligence (Division) — Front Office (Section, Unit)

Payroll Title: No. One Man to Assistant Director

Rating Period: from April 1, 1953 to March 31, 1954

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's Initials

Rated by: [signature] — Assistant Director — 3/31/54
Signature — Title — Date

Reviewed by: [signature] — Assistant to Director — 4/1/54
Signature — Title — Date

Rating approved by: [signature] — ASSISTANT DIRECTOR — APR 15 1954
Signature — Title — Date

RECORDED ONV

TYPE OF REPORT

67-134975-218

Searched
Numbered 24

(X) Official
(X) Annual

( ) Administrative
( ) 60-day
( ) Transfer
( ) Separation from service
( ) Special

APR 15 1954
FEDERAL BUREAU OF INVESTIGATION

APR 15 1954

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185 A

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee WILLIAM V. CLEVELAND Title No. One Man to Asst.Dir.

Rating Period: from 4/1/53 to 3/31/54

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

+ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
✓ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
O (14) Technical or mechanical skills.
+ (15) Investigative ability and results:
- (a) Internal security cases
- (b) Criminal or general investigative cases
- (c) Fugitive cases
- (d) Applicant cases
- (e) Accounting cases

O (16) Physical surveillance ability.
✓ (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
- (a) Investigative reports
- (b) Summary reports
- + (c) Memos, letters, wires

(Consider: ___ conciseness; ___ clarity; ___ organization; ___ thoroughness; ___ accuracy; ___ adequacy and pertinency of leads; ___ administrative detail.)

O (20) Performance as a witness.
✓ (21) Executive ability:
- ✓ (a) Leadership
- + (b) Ability to handle personnel
- + (c) Planning
- + (d) Making decisions
- + (e) Assignment of work
- + (f) Training subordinates
- + (g) Devising procedures
- + (h) Emotional stability
- + (i) Promoting high morale
- + (j) Getting results

O (22) Ability on raids and dangerous assignments:
- (a) As leader
- (b) As participant

+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
(25) Miscellaneous. Specify and rate:
+ Capability for Additional Responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Administrator; Desk Man; Number One Man to Assistant Director

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator - Desk Man - Executive

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

April 1, 1954

Re: WILLIAM V. CLEVELAND
NO. ONE MAN TO ASSISTANT DIRECTOR
EOD BUREAU: Clerk - 12/26/39
Agent - 7/6/42
GS-14; $9800.

During the entire rating period, Mr. Cleveland has held the position of No. One Man to the Assistant Director of the Domestic Intelligence Division.

In this capacity, Mr. Cleveland reviews and passes on a large volume of material from all sections of the Division. He has an excellent knowledge of Bureau policy and has consistently displayed good judgment in arriving at the numerous decisions which he must make each day. He has shown the ability to handle problems presented by the field and to furnish the field with decisive answers, particularly on occasions when the field consults this Division telephonically. On occasion he has relieved Inspector Hennrich as head of the Espionage Branch and has shown himself capable of performing the required duties.

At the start of the rating period, Mr. Cleveland was on probation; however, he was removed from probation on June 25, 1953.

Mr. Cleveland is an able, experienced administrator. He stands up well under pressure. He has executive ability and is capable of further advancement in the Bureau. He is rated SATISFACTORY.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BOARDMAN

DATE: April 14, 1954

FROM : A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND
NO. ONE MAN to ASSISTANT DIRECTOR
GS-14; $9800.
(PERSONNEL ADVANCEMENT)

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Winterrowd
Tele. Rm.
Holloman
Gandy

Usetogether

Mr. Cleveland is capable, knows Bureau policy thoroughly, is thoroughly experienced, and has shown above-average judgment during the past year. He previously served as ASAC at Indianapolis and Norfolk. He has shown himself to be entirely capable in his present position and I do not hesitate to recommend him as an ASAC and as potential SAC material.

RECORDED-70

67-134975-219
Searched .....
Numbered ....29....
11 APR 1954
FEDERAL BUREAU OF INVESTIGATION

CC - Mr. Mohr

AHB:tlc

APR 23 1954

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : MR. L. V. BOARDMAN

DATE: August 23, 1954

FROM : MR. A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND
NUMBER ONE MAN TO ASSISTANT DIRECTOR
DOMESTIC INTELLIGENCE DIVISION

Mr. Cleveland holds the position of Number One Man to the Assistant Director of the Domestic Intelligence Division and has been so assigned since October 23, 1951. His position entails heavy responsibilities with particular reference to judgment, knowledge of Bureau policy, and ability to make decisions, as well as the ability to handle a heavy volume of work. Unless he possesses these abilities, he cannot properly perform these duties.

Mr. Cleveland's position requires that he constantly issue instructions to the Supervisors in this Division on an independent basis--that is, in most instances, without consulting me. He must, therefore, have executive ability. Because of the volume of work in the Division, it is necessary for him to handle telephone calls from the field, high Government officials, other Divisions, etc., particularly when the Branch Chiefs and I are already engaged or are not available. This requires that he have an over-all knowledge of the problems in this Division, and the judgment and ability to make prompt and sound decisions, in order that the field might be properly guided and instructed.

In other words, Mr. Cleveland's position requires him to operate on a plane of judgment and decision and knowledge of Bureau policy which, I feel, when coupled with the heavy volume of work he handles, entitles him to a GS-15. It is, therefore, requested that consideration be given to reallocating him to GS-15. Mr. Cleveland has been doing an excellent job.

134975-220

CC - ADMINISTRATIVE DIVISION

RECORDED-54

64

12 AUG 1954

AHB:LL

114 Memo to Mohr 8/26/54 FDH/tac

18 AUG 31 1954

NAME: WILLIAM V. CLEVELAND
EOD: 12/26/39 (Clerk);
7/6/42 (Agent)
Non-Veteran

TITLE: No. One Man to Assistant Director

GRADE: GS-14 @ $9,800

ASSISTANT DIRECTOR BELMONT:

Mr. Cleveland holds the position of No. One Man to the Assistant Director in this Division. As such, he reviews and passes on a large volume of material from all sections of the Division. He has an excellent knowledge of Bureau policy and has consistently exercised good judgment in making decisions. He handles calls from the field capably and furnishes decisive answers. He has successfully relieved Inspector Hennrich on occasion as head of the Espionage Branch.

Mr. Cleveland is an able, experienced administrator who stands up well under pressure. He has executive ability and is capable of further advancement in the Bureau. Rating - SATISFACTORY

INSPECTOR VAN PELT: Seems to have mature outlook and a broad understanding of security work. Exercises initiative and drive, and appears fully qualified for his duties. Is available, and advised he has no personal problems.

RECOMMENDATION: None . . . strictly informative.

B-Pm
2-M

67-NOT RECORDED 6

Domestic Intelligence Division Inspection
April 26, 1954
AHB:tlc

JUL 1 1954

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6-18-54

I certify that I have received the following Government property for official use
~~returned~~

Underwood Portable # J2195247

FILE
3-M
PER Pwy

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

67-NOT RECORDED-9

Very truly yours,
William V. Cleveland
William V. Cleveland

FD-230

O D

CERTIFICATE

WILLIAM Y. CLEVELAND	Div. V.
Name (Please type or print)	Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

No
Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

Name	Address	From	To	Office Held

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

4-17-54
(Date)

(Usual Signature)

Attachment

34

4 APR 27 1954

67-NOT RECORDED-12

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade
Abraham Lincoln School, Chicago, Illinois
Action Committee to Free Spain Now
Alabama People's Educational Association (See Communist Political Association)
American Association for Reconstruction in Yugoslavia, Inc.
American Branch of the Federation of Greek Maritime Unions
American Christian Nationalist Party
American Committee for European Workers' Relief (See Socialist Workers Party)
American Committee for Protection of Foreign Born
American Committee for the Settlement of Jews in Birobidjan, Inc.
American Committee for Spanish Freedom
American Committee to Survey Labor Conditions in Europe
American Committee for Yugoslav Relief, Inc.
American Council for a Democratic Greece, formerly known as the Greek American Council; Greek American Committee for National Unity
American Council on Soviet Relations
American Croatian Congress
American Jewish Labor Council
American League Against War and Fascism
American League for Peace and Democracy
American Lithuanian Workers Literary Association (also known as Amerikos Lietuviu Darbininku Literaturos Draugija)
American National Labor Party
American National Socialist League
American National Socialist Party
American Nationalist Party
American Patriots, Inc.
American Peace Crusade
American Peace Mobilization
American Poles for Peace
American Polish League
American Polish Labor Council
American Rescue Ship Mission (a project of the United American Spanish Aid Committee)
American-Russian Fraternal Society
American-Russian Institute, New York, also known as the American Russian Institute for Cultural Relations with the Soviet Union
American Russian Institute, Philadelphia
American Russian Institute of San Francisco
American Russian Institute of Southern California, Los Angeles

American Slav Congress
American Women for Peace
American Youth Congress
American Youth for Democracy
Armenian Progressive League of America
Associated Klans of America
Association of Georgia Klans
Association of German Nationals (Reichsdeutsche Vereinigung)
Association of Lithuanian Workers
(also known as Lietuviu Darbininku Susivienijimas)
Ausland-Organization der NSDAP, Overseas Branch of Nazi Party
Baltimore Forum
Black Dragon Society
Boston School for Marxist Studies, Boston, Massachusetts
Bulgarian American People's League of the United States of America
Bridges-Robertson-Schmidt Defense Committee
California Emergency Defense Committee
California Labor School, Inc., 321 Divisadero Street, San Francisco, California
Carpatho-Russian People's Society
Central Council of American Women of Croatian Descent,
Also known as Central Council of American Croatian Women,
National Council of Croatian Women
Central Japanese Association (Beikoku Chuo Nipponjin Kai)
Central Japanese Association of Southern California
Central Organization of the German-American National Alliance (Deutsche-Amerikanische Einheitsfront)
Cervantes Fraternal Society
China Welfare Appeal, Inc.
Chopin Cultural Center
Citizens Committee to Free Earl Browder
Citizens Committee for Harry Bridges
Citizens Committee of the Upper West Side (New York City)
Citizens Emergency Defense Conference
Citizens Protective League
Civil Rights Congress and its affiliated organizations, including:
Civil Rights Congress for Texas
Veterans Against Discrimination of Civil Rights Congress of New York
Columbians
Comite Coordinador Pro Republica Espanola
Committee to Aid the Fighting South
Committee for Constitutional and Political Freedom
Committee to Defend Marie Richardson
Committee for the Defense of the Pittsburgh Six
Committee for a Democratic Far Eastern Policy
Committee for Nationalist Action
Committee for the Negro in the Arts
Committee for Peace and Brotherhood Festival in Philadelphia
Committee for the Protection of the Bill of Rights
Committee to Uphold the Bill of Rights

Committee for World Youth Friendship and Cultural Exchange
Commonwealth College, Mena, Arkansas
Communist Party, U. S. A., its subdivisions, subsidiaries and affiliates.
Communist Political Association, its subdivisions, subsidiaries and affiliates, including:
- Alabama People's Educational Association
- Florida Press and Educational League
- Oklahoma League for Political Education
- People's Educational and Press Association of Texas
- Virginia League for People's Education

Congress of American Revolutionary Writers
Congress of American Women
Connecticut Committee to Aid Victims of the Smith Act
Connecticut State Youth Conference
Council on African Affairs
Council of Greek Americans
Council for Jobs, Relief and Housing
Council for Pan-American Democracy
Croatian Benevolent Fraternity
Dai Nippon Butoku Kai (Military Virtue Society of Japan or Military Art Society of Japan)
Daily Worker Press Club
Daniels Defense Committee
Dante Alighieri Society (between 1935 and 1940)
Dennis Defense Committee
Detroit Youth Assembly
Emergency Conference to Save Spanish Refugees (founding body of the North American Spanish Aid Committee)
Families of the Baltimore Smith Act Victims
Families of the Smith Act Victims
Federation of Italian War Veterans in the U. S. A., Inc. (Associazione Nazionale Combattenti Italiani, Federazione degli Stati Uniti d'America)
Finnish-American Mutual Aid Society
Florida Press and Educational League (See Communist Political Association)
Frederick Douglass Educational Center
Freedom Stage, Inc.
Friends of the New Germany (Freunde des Neuen Deutschlands)
Friends of the Soviet Union
Garibaldi American Fraternal Society
George Washington Carver School, New York City
German-American Bund (Amerikadeutscher Volksbund)
German-American Republican League
German-American Vocational League (Deutsche-Amerikanische Berufsgemeinschaft)
Harlem Trade Union Council
Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Gimusha Kai, Zaibei Nihonjin, Heiyaku Gimusha Kai, and Zaibei Heimusha Kai (Japanese residing in America Military Conscripts Association)
Hellenic-American Brotherhood
Hinode Kai (Imperial Japanese Reservists)
Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese War Veterans)
Hokubei Zaigo Shoke Dan (North American Reserve Officers Association)
Hollywood Writers Mobilization for Defense
Hungarian-American Council for Democracy
Hungarian Brotherhood
Independent Socialist League
Industrial Workers of the World
International Labor Defense
International Workers Order, its subdivisions, subsidiaries and affiliates
Japanese Association of America
Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)
Japanese Overseas Convention, Tokyo, Japan, 1940
Japanese Protective Association (Recruiting Organization)
Jefferson School of Social Science, New York City
Jewish Culture Society
Jewish People's Committee
Jewish People's Fraternal Order
Jikyoku Iinkai (The Committee for the Crisis)
Joint Anti-Fascist Refugee Committee
Joint Council of Progressive Italian-Americans, Inc.
Joseph Weydemeyer School of Social Science, St. Louis, Missouri
Kibei Seinen Kai (Association of U. S. Citizens of Japanese Ancestry who have returned to America after studying in Japan)
Knights of the White Camellia
Ku Klux Klan
Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)
Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)
Labor Council for Negro Rights
Labor Research Association, Inc.
Labor Youth League
League of American Writers
Lictor Society (Italian Black Shirts)
Macedonian-American People's League
Mario Morgantini Circle
Maritime Labor Committee to Defend Al Lannon
Massachusetts Minute Women for Peace
Maurice Braverman Defense Committee

Michigan Civil Rights Federation
Michigan School of Social Science
Nanka Teikoku Gunyudan (Imperial Military Friends Group or Southern California War Veterans)
National Association of Mexican Americans (also known as Asociacion Nacional Mexico-Americana)
National Blue Star Mothers of America (not to be confused with the Blue Star Mothers of America organized in February 1942)
National Committee for the Defense of Political Prisoners
National Committee for Freedom of the Press
National Committee to Win the Peace
National Conference on American Policy in China and the Far East (a conference called by the Committee for a Democratic Far Eastern Policy)
National Council of Americans of Croatian Descent
National Council of American-Soviet Friendship
National Federation for Constitutional Liberties
National Labor Conference for Peace
National Negro Congress
National Negro Labor Council
Nationalist Action League
Nationalist Party of Puerto Rico
Nature Friends of America (since 1935)
Negro Labor Victory Committee
New Committee for Publications
Nichibei Kogyo Kaisha (The Great Fujii Theatre)
North American Committee to Aid Spanish Democracy
North American Spanish Aid Committee
North Philadelphia Forum
Northwest Japanese Association
Ohio School of Social Sciences
Oklahoma Committee to Defend Political Prisoners
Oklahoma League for Political Education (See Communist Political Association)
Original Southern Klans, Incorporated
Pacific Northwest Labor School, Seattle, Washington
Palo Alto Peace Club
Partido del Pueblo of Panama (operating in the Canal Zone)
Peace Information Center
Peace Movement of Ethiopia
People's Drama, Inc.
People's Educational Association (Incorporated under name Los Angeles Educational Association, Inc.), also known as People's Educational Center, People's University, People's School
People's Educational and Press Association of Texas
People's Institute of Applied Religion
People's Radio Foundation, Inc.
Philadelphia Labor Committee for Negro Rights
Philadelphia School or Social Science and Art
Photo League (New York City)
Political Prisoners' Welfare Committee

Veterans Against Discrimination of Civil Rights Congress of New York (See Civil Rights Congress)
Virginia League for People's Education (See Communist Political Association)
Voice of Freedom Committee
Walt Whitman School of Social Science, Newark, New Jersey
Washington Bookshop Association
Washington Committee to Defend the Bill of Rights
Washington Committee for Democratic Action
Washington Commonwealth Federation
Washington Pension Union
Wisconsin Conference on Social Legislation
Workers Alliance (since April 1936)
Workers Party, including Socialist Youth League
Yiddisher Kultur Farband
Young Communist League
Yugoslav-American Cooperative Home, Inc.
Yugoslav Seamen's Club, Inc.

Prepared by: mck
Checked by:
Filed by: JW/ABK

September 2, 1954

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

I am indeed pleased to advise you that you have been promoted from the position of Special Agent, $9800 per annum in Grade GS 14, to the position of Special Agent, $10,800 per annum in Grade GS 15, effective August 29, 1954.

Sincerely yours,

J. Edgar Hoover
John Edgar Hoover
Director

cc - Mr. Belmont (Personal Attention)

cc - Movement Section

cc - [redacted]

b6
b7C

JW:mck
mck

RECORDED-65

154975-221

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

SEP 9 1954

MAILED 16
SEP - 2 1954
COMM-FBI

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUEL

U. S. DEPARTMENT OF JUSTICE
BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.

FORM APPROVED
BUDGET BUREAU NO. 50-R064

Prepared by: mcb
Checked by:
Filed by: RW/DBK

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL-LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION No.	4. DATE
MR. WILLIAM V. CLEVELAND	1-12-16	F. B. I. 8322	8-27-54

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION	8-29-54	EXCEPTED BY LAW

FROM		TO
Special Agent	8. POSITION TITLE	Special Agent
GS 14 ~~$9~~ $9800 per annum	9. SERVICE, SERIES, SALARY, GRADE	GS 15 $10,800 per annum
	10. ORGANIZATIONAL DESIGNATIONS	
	11. HEADQUARTERS	
[F] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[F] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WW II	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.
X								X	X

15. SEX	16. RACE	17. APPROPRIATION S. & E., F B I	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M		18. FROM: 18. TO: Same	Yes		[ ] CLAIMED [ ] PROVED STATE:

APPROVED
J. Edgar Hoover
DIRECTOR, F. B. I.

Jan Wick

REMARKS:
The provisions of the Universal Military Training and Service Act of 1951 have been complied with.
The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 — Public Law #253, approved 11-1-51.
This promotion is temporary in accordance with Public Law #843, approved 9-27-50.
Prom. changed to perm. action eff. 9-11-54—P.L. 763

55 SEP 9 1954

RECORDED

SIGNATURE OR OTHER AUTHENTICATION

File

☆ U. S. GOVERNMENT PRINTING OFFICE: 1953-237981

1. PERSONNEL FILE

DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Jones
Mr. Sizoo
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Holmes
Miss Gandy

September 3, 1954

Mr. WILLIAM CLEVELAND, No. One Man to Mr. Belmont in the Domestic Intelligence Division, handed me the attached letter to the Director, thanking the Director for his promotion from GS-14 to GS-15.

Mr. Cleveland stated that upon the Director's return he would like very much the opportunity of personally thanking him for this promotion.

Mr. Cleveland's file brief is attached.

Attachments
FCH:eff

make it for 11.15 a.m. Sept. 7.

67-134975-222
Searched
Numbered 25

5 SEP 9 1954
FEDERAL BUREAU OF INVESTIGATION

78
SEP 10 1954

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Harbo
Mr. Mohr
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Sizoo
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

September 2, 1954

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I wish to acknowledge receipt of your letter dated September 2, 1954, advising me of my promotion from Grade GS-14 to Grade GS-15.

I wanted you to know how sincerely I appreciate this promotion. You may rest assured that I shall endeavor to perform my duties in such a manner that your confidence in me will be justified.

Sincerely,

W. V. Cleveland

W. V. Cleveland

89 SEP 9 1954

INDEXED
RECORDED 6

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

TO : Mr. Mohr

DATE: 8-26-54

FROM : H. L. Edwards

SUBJECT: WILLIAM V. CLEVELAND
Number One Man to Assistant Director
Domestic Intelligence Division
EOD 12-26-39 (Messenger)
EOD 7-6-42 (Special Agent)
GS-14, $9800
Non-Veteran; Not on Probation

By memorandum dated August 23, 1954, Mr. Belmont recommended that SA Cleveland be reallocated to Grade GS-15 in view of his responsibilities as Number One Man to the Assistant Director of the Domestic Intelligence Division, which position he has held since October 23, 1951. Mr. Belmont points out that this position entails heavy responsibilities requiring good judgment, knowledge of Bureau policy and the ability to make decisions, as well as the ability to handle a large volume of work. SA Cleveland was constantly issuing instructions to the supervisors in the Domestic Intelligence Division without consulting with the Assistant Director and it is frequently necessary for him to handle telephone calls from the field, high government officials and other divisions. The duties of his position require that he have an overall knowledge of the problems in the Domestic Intelligence Division and the judgment and ability to make prompt and sound decisions. Mr. Belmont comments that SA Cleveland has been doing an excellent job in this position.

RECORDED-23

67-134975-223

You will recall that as Number One Man to Mr. Belmont, SA Cleveland acts in the same capacity as Supervisor George H. Scatterday in the office of Mr. Boardman, Assistant to the Director. Mr. Scatterday is in Grade GS-15. The duties of SA Cleveland involve generally reviewing incoming mail designated for Assistant Director Belmont and designating this mail for the various Section and Unit Chiefs in the Division; issuing instructions to Unit Chiefs relative to action to be taken; reviewing outgoing correspondence from the Internal Security and Espionage Sections, initialing such correspondence for the Assistant Director or approving the correspondence prior to the Assistant Director's final approval; relieving the Inspector in Charge of the Espionage-Foreign Intelligence Branch during the latter's absence and performing various other related duties.

Attached is a permanent brief of the personnel file of SA Cleveland which reflects that he entered on duty as an agent on July 6, 1942, and is presently in Grade GS-14, $9800, having been reallocated to that grade on July 20, 1952. He has been serving as Number One Man

SEP 13 1954

SENT DIRECTOR
8-27-54

FDH:tac
Attachment

to Assistant Director Belmont since October 23, 1951. The Director saw him on October 23, 1951, and said he made a generally satisfactory appearance although the Director was not particularly impressed with any outward display of enthusiasm. The Director noted that although SA Cleveland arrived in Washington on September 22, he did not see fit to call or see the Director until October 23. Cleveland stated that he had delayed asking to see the Director in order that he might obtain a grasp of his duties in the Domestic Intelligence Division. The Director commented that this might be entirely true, but from his conversation with Cleveland, he was not entirely satisfied that he was the ideal man for the important position to which it was contemplated assigning him. However, he could be given a trial and could then be determined whether he should be retained at the Seat of Government. The Director saw him again on December 10, 1951, at which time Cleveland called to make a status report on the progress he had made in his new duties. The Director commented on that occasion that he seemed to be enthusiastic about his assignment and was giving particular attention to trying to eliminate delinquencies in that division. It is further noted that in April, 1952, when SA Cleveland was considered and passed over for reallocation to Grade GS-14, the Director noted, "I have serious doubts as to this man's basic qualities to fill this particular job." SA Cleveland was subsequently reallocated to Grade GS-14 effective July 20, 1952.

Since assuming his position as Number One Man to Assistant Dir. Belmont on October 23, 1951, the services of SA Cleveland have apparently been quite satisfactory with the exception that on March 12, 1953, he was censured and placed on probation for failure to report to the Bureau a complaint against him made to the Arlington County, Virginia, Police Department for failing to secure Arlington County license tags for his automobile and for unnecessarily identifying himself as an agent of the Bureau to the police. At the time this incident came to light, SA Cleveland requested to see the Director to discuss the matter with him. The Director saw him but made no comments. He was subsequently removed from probation on June 25, 1953. Other than this one instance, his record since serving as Number One Man to Mr. Belmont appears to be very satisfactory and on his 1954 annual report Mr. Belmont commented, among other things, that he reviewed and passed on a large volume of material from all sections of the division; had an excellent knowledge of Bureau policy; and had consistently displayed good judgment. He had shown ability to handle problems presented by the field and to furnish the field with decisive answers, particularly on occasions when the field consulted the Domestic Intelligence Division telephonically. On occasion he had relieved Inspector Hennrich as head of the Espionage Branch and had shown himself capable of performing the required duties. He has been recommended by Mr. Belmont for advancement on a long-range basis and in April, 1954, Mr. Belmont commented that

he did not hesitate to recommend him as an ASAC and as potential SAC material. During an inspection of the Domestic Intelligence Division in April, 1954, Inspector Van Pelt said he seemed to have a mature outlook and a broad understanding of security work; that he exercised initiative and drive, and appeared to be fully qualified for his duties. He is available for special and general assignment wherever his services may be needed.

RECOMMENDATION:

It is recommended that SA Cleveland be reallocated to Grade GS-15, $10,800 per annum, at this time.

Order from Jay 8/27

Jay 8/27

Order 9-2-54 Jay/mck

Jay 8/27

Fonfield prep. 9-2-54 Jay/mck

O.K. H.

A PERMANENT BRIEF OF THE PERSONNEL FILE OF SA CLEVELAND IS ATTACHED.

May 12, 1954

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

I have received your letter of May 10, 1954, and want you to know that I deeply appreciate your congratulations on my Thirtieth Anniversary as Director of the FBI.

You were most thoughtful to remember me on this occasion, and I am very grateful to you.

Sincerely yours,

J. Edgar Hoover

NOTE: William V. Cleveland, EOD 12-26-39 as clerk, 7-6-42 as SA, GS-14; assigned as Number One Man for Mr. A. H. Belmont.

BET:bnl

MAY 11 2 46 PM '54
RECEIVED READING ROOM
F B I
U.S. DEPT. OF JUSTICE

COMM - FBI
MAY 13 1954
MAILED 27

18 OCT 5 1954

SEP 30 1954

SENT FROM D. O.
TIME
DATE MAY 14 1954
BY

Tolson
Boardman
Nichols
Belmont
Glavin
Harbo
Rosen
Tamm
Tracy
Mohr
Winterrowd
Tele. Room

Mr. Tolson
Mr. Boardman
Mr. ~~Nichols~~
Mr. Belmont
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tamm
Mr. Tracy
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Washington, D. C.
May 10, 1954

Mr. John Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Hoover:

I wanted to take this opportunity to extend to you my sincere congratulations on this your Thirtieth Anniversary as Director of the Federal Bureau of Investigation.

It has been a privilege and honor to have been associated with you during half of the thirty years and I hope that association will continue for many years to come.

I wish for you continued health and happiness.

Sincerely,

Wm. V. Cleveland

Wm. V. Cleveland

ack 5-12-54
BET

December 26, 1954

PERSONAL

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

I could not let the occasion of your Fifteenth Anniversary with the Bureau pass without offering you my sincere congratulations and thanks for a job well-done. Your loyal service to the Bureau has contributed much during some of its most trying years. I am most appreciative and grateful.

Sincerely,

J. Edgar Hoover

67-134975-224
Searched
Number 47
Indexed
Filed
15 DEC 29 1954
FEDERAL BUREAU OF INVESTIGATION

RECORDED-16

JEH:mpd/d

son
rdman
hols
mont
po
ons
n
n
rrowd
Room
oman
y

SENT FROM D. O.
TIME 9:00 AM
DATE 12-27-54
BY

55 DEC 29 1954

Standard Form 88
(Rev. Aug. 1956)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
CLEVELAND, WILLIAM VERNER		
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	ANNUAL	MAR 1, 1955

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-12-16	Marietta, Miss	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
N.N.M.C.	

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

(Check each item in appropriate column; enter "N. E." if not evaluated)

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

NORMAL	ABNORMAL	
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int & ext. canals) (Auditory acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
X		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
X		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
X		36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
X		38. SPINE, OTHER MUSCULOSKELETAL
	X	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
	X	40. SKIN, LYMPHATICS,
X		41. NEUROLOGIC (Equilibrium tests under item 78)
NR		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

39. As before
40. Pilonidal cyst scar.

1 Fmb ENCL.

copy OIDP 7-78

copy sent SA dry 5-78 dry

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)

O.—Restorable teeth
I.—Nonrestorable teeth
X.—Missing teeth
XXX.—Replaced by dentures
(6 X 8).—Fixed bridge, brackets to include abutments

RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
		X	O					(X	)					O	X		
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Type III
Class 2

RECORDED - 141

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.014			46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC		
NEG	NEG	NEG	NEGATIVE	KAHN NEGATIVE

48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
NORMAL 4		

55 MAR 11 1955

10—62255-1

Entered on card 3-8-55 with

22 MAR 11 1955

MEASUREMENTS AND OTHER FINDINGS

MAR 9

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER ☐ MEDIUM ☐ HEAVY ☐ OBESE ☐	56. TEMP.
5' 9"	218				

57. BLOOD PRESSURE (*Arm at heart level*)

SITTING	SYS. 104 / DIAS. 64	RECUMBENT	SYS. / DIAS.	STANDING (*5 min.*)	SYS. / DIAS.

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
MAR 9	12 41 PM '55			

59. DISTANT VISION	60. REFRACTION	61. NEAR VISION
RIGHT 20/ 20 CORR. TO 20/	BY S. CX	CORR. TO BY
LEFT 20/ 20 CORR. TO 20/	BY S. /	CORR. TO / BY

RECD-PERSONNEL SECTION

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT LEFT	N		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15 /15 SV 15 /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 *256*	500 *512*	1000 *1024*	2000 *2048*	3000 *2896*	4000 *4096*	8000 *8192*	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

Diet 30#'s.

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)
☒ IS
☐ IS NOT QUALIFIED FOR Strenuous physical exertion and use of firearms.

PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE /s/ N.P. Aspen
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE /s/ A.T. Smith
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE — NUMBER OF ATTACHED SHEETS

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other examination indicates desirable)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee is (is or ~~is not~~) qualified for strenuous physical exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

Nelson C. Lopez
(~~Signature of~~ Medical Examiner)

9 March 55
(Date)

ENCLOSURE 67-15-1775-225

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 4, 1955

FROM : MR. L. V. BOARDMAN

JUNE

SUBJECT: CONFIDENTIAL INFORMANT AND SIMILAR TYPES OF COVERAGE

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In the attached memorandum dated December 30, 1954, the statement was made that the decrease in security informants from 1091 to 1074 may be partially attributed to a decrease in Communist activity in various parts of the country. You commented "Maybe we don't need all the money we have sought for such investigations."

This decrease in Communist activity refers to the gradual decline in open Party activity in the last few years and the shift of certain Party activities to the Communist Party underground. It is to be noted that the estimated membership of the Communist Party was dropped from 68,000 in February, 1948, to 23,103 in September, 1954. This gradual decline has been accompanied by a reduction in activity in certain Communist Party clubs that were formerly active in the open Communist Party and has caused the loss of certain informants who were formerly productive but who are no longer in a position to furnish information of value concerning Communist activities.

Even though there has been a decline in open Communist Party activities and a decrease in the over-all estimated Communist Party membership, there has been a great increase in Communist Party underground activity which has increased and made more difficult our work in covering the Communist Party underground in the United States. Persons who remain in the Communist Party today can be considered hard core, fanatical Communists. The activities of these persons are more difficult to cover due to stringent security measures placed in effect by the Communist Party as a result of the first Smith Act trial in New York in 1949, the continuing prosecution of Communist leaders in subsequent Smith Act trials and the hearings before the Subversive Activities Control Board. As noted above, moreover, there has been widespread shift of Communist activity from the open Party to the underground and due to its method of operation, this phase of Communist activity has been much more difficult to penetrate than was open Party activity. We have made progress in penetrating into the Communist underground operation principally through the development of anonymous sources. In order to develop anonymous sources, however, we have had to expend much manpower on background investigations and physical surveillances. These sources have produced a tremendous amount of information which has also increased our work in the Communist field.

ENCL. 1

Attachment

GFH:mn (5)

RECORDED - 99

INDEXED - 99

13 JAN 25 1955

FBI - BOARDMAN-DIRECTOR

cc - Mr. Boardman
Mr. Belmont
Mr. Baumgardner
Mr. McInturff

Now didn't you say in your memo of Dec 30. I am no mind reader. N. M.

PX

ORIGINAL FILED IN - 6-25742-3-911

W. V. Cleveland 67-134975

55 FEB 1 1955

We have also recognized the necessity of penetrating the Communist underground with live informants and in October and November, 1954, a series of five training sessions were held in key points throughout the country in order to train additional Agent personnel in the development of security informants. The keynote of these schools was the development of informants within the Communist Party underground, which has proven to be a most difficult task. It is expected that in the near future there will be a resultant increase in the number of security informants covering underground activities.

ACTION:

We will continue to follow closely and carefully the development of additional security informants in both the open and underground phases of the Communist Party and related subversive organizations. It is regretted that the statement contained in my memorandum of December 30, 1954, did not clearly indicate that we were referring to the open Communist Party when we spoke of a decrease in Communist activity. This statement should have been more explicit and great care will be taken in the future to insure that statements set forth in memoranda are clear and concise.

SEE ADDENDUM

D O

ADDENDUM: January 4, 1955

The statement, "decrease in Communist activity in various parts of the country," is inaccurate as well as misleading. The author of this communication, [redacted] dated December 30, 1954, must learn to prepare memoranda which clearly reflect the actual factual situation. Further, [redacted] and myself, who initialled for approval, have a background of knowledge of Communist activities which should enable them to realize that the statement was inaccurate and by placing their initials on this document are guilty of carelessness.

b6
b7C

I therefore, recommend a letter of censure to Special [redacted] for inaccurate reporting in the memorandum which he prepared. I also recommend letters of censure for [redacted] and myself for having approved this memorandum which contained a statement which obviously was incorrect.

Since [redacted] and [redacted] are not charged with the intimate knowledge of the content of this communication and would not necessarily have reason to disbelieve the inaccurate statement, I do not recommend administrative action as to them.

I will again emphasize to Belmont and Rosen the necessity for accuracy and conciseness in memoranda, and every effort will be made to minimize these inaccuracies.

L. V. Boardman

I recommend letter of censure for SA [redacted] only — J.A.

b6
b7C

I agree
1-4

No. There is ~~no reason~~ of making me lose the point. If we can't get our Executives to read the finished product we can't expect subordinates to do so. H.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-06-2012

May 3, 1955

PERSONAL AND ~~CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

It has come to the attention of the Bureau that you reviewed and approved a proposed letter to all Special Agents in Charge relating to revised thumbnail sketches on the Liberty Book Club and the Wholesale Book Corporation. You were seriously at fault in approving this letter in the manner in which it had been prepared inasmuch as the identity of an individual who furnished data regarding the Liberty Book Club had been concealed by a temporary symbol although existing instructions require that sources of data utilized in these sketches be set out.

You will be expected in the future to manifest a higher degree of care and closer observance of existing instructions in the performance of your official duties.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 8
MAY 4 - 1955
COMM-FBI

RECEIVED READING ROOM
3 3 49 PM '55
FBI

DCM:klm
(4)

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

cc: Mr. Belmont (Personal Attention)

Based on memo from Mr. Belmont to Mr. Boardman 4/26/55, CFW:baw:lfj

67-134975-226
Searched
Numbered
2 MAY 6 1955
FEDERAL BUREAU OF INVESTIGATION

26 MAY 11 1955

CC-5a

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

April 1, 1955

I certify that I have received the following Government property for official use:
~~returned~~

OPERATIONS AND PROCEDURES MANUAL ON PERSONNEL MATTERS No. 28

FILE
67-NOT RECORDED
3-M
PER

READ
APR 7 1955

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

Very truly yours,
William V. Cleveland
William V. Cleveland

FD-185

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM V. CLEVELAND

Where Assigned: DOMESTIC INTELLIGENCE (Division) FRONT OFFICE (Section, Unit)

Payroll Title: NO. ONE MAN TO ASSISTANT DIRECTOR

Rating Period: from April 1, 1954 to March 31, 1955

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:		Assistant Director	3/31/55
Reviewed by:		~~Assistant to Director~~	~~4/1/55~~
Rating approved by:		Assistant Director	JUN 2 1955

RECORDED & INDEXED
TYPE OF REPORT

67-134975-227
Searched
Indexed 143
Serialized
4 JUN 2 1955

(X) Official
(X) Annual

( ) Administrative
( ) 60-day
( ) Transfer
( ) Separation from service
( ) Special

53 JUN 3 1955

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185 A

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee: WILLIAM V. CLEVELAND Title: NO. ONE MAN TO ASST. DIR.

Rating Period: from 4/1/54 to 3/31/55

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

+ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
✓ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
O (14) Technical or mechanical skills.
+ (15) Investigative ability and results:
- (a) Internal security cases
- (b) Criminal or general investigative cases
- (c) Fugitive cases
- (d) Applicant cases
- (e) Accounting cases

O (16) Physical surveillance ability.
✓ (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
- O (a) Investigative reports
- O (b) Summary reports
- + (c) Memos, letters, wires

(Consider: ___ conciseness; ___ clarity; ___ organization; ___ thoroughness; ___ accuracy; ___ adequacy and pertinency of leads; ___ administrative detail.)

O (20) Performance as a witness.
✓ (21) Executive ability:
- ✓ (a) Leadership
- + (b) Ability to handle personnel
- + (c) Planning
- + (d) Making decisions
- + (e) Assignment of work
- + (f) Training subordinates.
- + (g) Devising procedures
- + (h) Emotional stability
- + (i) Promoting high morale
- + (j) Getting results

O (22) Ability on raids and dangerous assignments:
- ___ (a) As leader
- ___ (b) As participant

+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
___ (25) Miscellaneous. Specify and rate:
+ Capability for Additional Responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Administrator; Desk Man; Number One Man to Assistant Director

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator - Desk Man - Executive

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

March 31, 1955

Re: WILLIAM V. CLEVELAND
NO. ONE MAN TO ASSISTANT DIRECTOR
EOD BUREAU: Clerk - 12/26/39
Agent - 7/6/42
GS-15 - $10,800

During the entire rating period, Mr. Cleveland served as No. One Man to the Assistant Director of the Domestic Intelligence Division.

Mr. Cleveland handles a very large volume of work in his position. The position entails heavy responsibilities, with particular reference to judgment, knowledge of Bureau policy, and ability to make proper decisions. Mr. Cleveland has shown excellent judgment in implementing Bureau policy and dealing with supervisory personnel throughout the Division. He has very capably handled problems presented by the field requiring prompt decisions. He has capably relieved Inspector C. E. Hennrich as head of the Espionage-Central Research Branch of the Division upon occasion. He has stood up well under the heavy pressure inherent in his position.

Mr. Cleveland is thoroughly experienced, has shown above average judgment, is thoroughly loyal to the Bureau, and is capable of further advancement in the Bureau.

Mr. Cleveland is entitled to the rating of Satisfactory.

Initials

WVH

FD-253 (11-22-54)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund.

b6
b7C

Name [redacted] CLEVELAND Relationship WIFE Date 5-23-55

Address [redacted] ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty.

Name [redacted] CLEVELAND Relationship WIFE Date 5-23-55

Address [redacted] ARLINGTON, VA.

4 MAY 24 1955

MAY 23 1955

MAY 23 1955

67-NOT RECORDED

Very truly yours,

Special Agent

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: April 26, 1955

FROM : Mr. A. H. Belmont

SUBJECT: THUMBNAIL SKETCHES OF SUBVERSIVE ORGANIZATIONS
INTERNAL SECURITY - C
Bufile 100-7275

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

There was attached to a memorandum dated 3-29-55 in the captioned matter, a proposed SAC Letter revising thumbnail sketches previously furnished the field on the Liberty Book Club (LBC) and the Wholesale Book Corporation (WBC). The revision consisted of deleting data re these organizations furnished by Harvey Matusow. No other current thumbnail sketches furnished the field contain data from Matusow.

b6
b7C

The sketch on the LBC contained the present and past addresses of that club which were furnished by the elevator operator at the building in which the LBC was located. The identity of this individual was concealed by the use of a T symbol. Mr. Tolson raised the question as to why a T symbol had been used in connection with setting forth the address of the LBC.

By SAC Letter 54-22 dated 4-29-54 the field was specifically instructed that in transmitting thumbnail sketches the sources of data utilized should be set out. These instructions were issued so that only accurate, documented data would be included in these sketches which receive wide use in the field and to prevent any opinions or unsubstantiated statements appearing therein.

The memorandum of 3-29-55 and the attached proposed SAC Letter were prepared by Supervisor [redacted] and were initialed as follows: [redacted] and [redacted] in the Internal Security Section, W. V. Cleveland, [redacted] and Assistant Director Belmont in Mr. Belmont's office [redacted] and Mr. Belmont in Mr. Boardman's office and D. J. Dalbey and Inspector in Charge E. D. Mason in the Training and Inspection Division. Although the instructions were that sources of data utilized in these sketches be set out, in view of our cutting out concealment of sources wherever possible the use of the unnecessary T symbol in this instance should have been obvious to all concerned.

Enclosures (2)

26 MAY 16 1955

Mr. Boardman
Mr. Belmont
Mr. Baumgardner
Administrative Division
Mr. Williams

This action does not appear to warrant censure; however, if such is desired all involved in handling this matter should be censured.

The New York Office has submitted a revised thumbnail sketch of the LBC. In the new sketch, no source of the address of that club is set out. This revised sketch is included in the proposed SAC Letter attached. Manual changes are also attached. In the SAC Letter and Manual change the field is being instructed that in thumbnail sketches submitted in the future, not to attribute information such as the address of an organization to a source, but to furnish the source in the letter transmitting the sketch to the Bureau. Also, where possible, information regarding formation and/or dissolution of an organization should be attributed to corporation, tax or other official records rather than individuals or informants. This will eliminate use of unnecessary T symbols and at the same time enable us to maintain a record of sources not shown in the sketches. The field is also being instructed to submit with the sketches a statement to the effect that all T symbols utilized in the preparation of the thumbnail sketches are absolutely necessary. In addition, the field is being instructed to adhere to instructions set out in SAC Letters 55-20 and 55-26 re characterizations of sources utilized in these sketches, i. e., they are to no longer state an individual or informant if of known or unknown reliability as in the past but should follow the new procedure.

With the revised thumbnail sketch, the New York Office submitted explanations of [redacted] the Agent who prepared the sketch, and [redacted] the approving supervisor. These explanations were that the elevator operator whose identity was concealed by use of a T symbol requested that his identity be concealed and that in accordance with prior Bureau instructions the sources of information utilized in thumbnail sketches were set out. New York recommended no administrative action. b6 b7C

ASAC Arthur Marchessault of the New York Office on 4-21-55 advised that in addition to the information furnished by the elevator operator at 1123 Broadway, [redacted] Review Clerk, United States Post Office, 33rd Street and 6th Avenue, New York City, had advised records of Post Office reflected the LBC on 11-27-55 advised the Post Office it was moving from 1123 Broadway to 100 West 23rd Street, both New York City.

RECOMMENDATIONS:

(1). This matter was handled by the New York Office and at the Bureau in accordance with existing Bureau instructions relating to thumbnail sketches. These instructions are being changed so that sketches submitted in the future will contain no unnecessary T symbols. In view of the above, it is recommended that no administrative action be taken in this matter.

Sent 4-29-55 HWS

(2) If you approve, it is recommended that the attached SAC Letter be sent to the field.

Sent 4-29-55 HWS

(3) If you approve, it is recommended that the attached manual change be furnished the field.

ADDENDUM: LVB

Since we have been emphasizing necessity of eliminating every possible "T" informant, failure to [redacted] rants censure for w[redacted] No recommendation as to [redacted]

b6
b7C

and the Stevens

Agree 4-29 Agree 4/28 Agree 4-29

PERMANENT BRIEFS OF THE PERSONNEL FILES OF WILLIAMS, HENRY, CLEVELAND, AND MCGOVERN ARE ATTACHED.

Letters sent 5-4-56 HWS

Certainly agree. H.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: June 7, 1955

FROM : MR. WILLIAM V. CLEVELAND

SUBJECT: William V. Cleveland

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

I wanted to let you know that last week the pastor of my church, the Central Methodist Church in Arlington, Virginia, contacted me and asked if I would serve on the Official Board of the church during the coming year. I told him I would be honored, but explained that there would be meetings I would not be able to attend and others in connection with which I would be late in arriving.

On Sunday, June 5, 1955, some of the leading members of the church approached me and told me they would like to submit my name for the position of Chairman of the Official Board. I told them the same thing I had previously told the pastor.

On the evening of June 6, 1955, I was elected Chairman of the Official Board and took over the duties of Chairman as of that time.

ACTION:

None. I wanted to let you know of these developments.

WVC:LL
(3)
cc--Mr. Belmont
cc--Mr. Cleveland

RECORDED-149

67-134975-228
Searched
Numbered 149
2 JUN 13 1955
FEDERAL BUREAU OF INVESTIGATION

26 JUN 16 1955

MR. TOLSON

September 10, 1955

J. P. MOHR

BUREAU STREAMLINING COMMITTEE
COMMENDATION

Mr. V. Cleveland

You will recall that the Director approved in August the appointment of a streamlining committee to consider various suggestions and ideas whereby we could economize to balance our budget for the fiscal year 1956 and also effect savings whereby we could pay the new per diem rates.

Mr. S. P. Callahan of the Administrative Division was designated as chairman and he was assisted by Messrs. C. D. Belcoch, Records and Communications Division; C. L. Potter, Identification Division; L. V. Mason, Training Division; William B. Cleveland, Domestic Intelligence Division; C. C. Allen, Investigative Division; and Gordon A. Hanes of your office.

Clerical Supervisor William C. Jackson of the Administrative Division, Budget and Accounting Section, participated in all sessions with this group during the entire discussions.

The group did a magnificent job in considering all the various ideas and suggestions for economizing, and came up with excellent suggestions which were considered by the Executives Conference, which suggestions were approved by the Director. The economies suggested and as proved should well take care of our estimated deficit for this year as well as the increased per diem costs. I think the work of the Streamlining Committee was of such an outstanding caliber that each of the members should be commended.

Stenographic employees [redacted] Flotgen of the Administrative Division and [redacted] stenographer in the Domestic Intelligence Division, all worked extra hours in order to complete the report. As an example, Miss Kaye worked on the night of August 16 until 3 A.M. the following day, for a total of 9 hours' overtime, taking only 30 minutes for dinner. She had worked the full day of August 16. Miss Flotgen worked the same hours. [redacted] worked from 6:30 P.M. until midnight on the night of August 16, after working a full day. These three stenographic employees showed a high degree of enthusiasm and interest in staying until the job was finished so that the report could be presented to the Executives Conference the next day.

67-43696-57

10

74 SEP 29 1955

JPMohr
(12)

RECOMMENDATIONS:

(1) I recommend that [redacted] b6 b7C
E. Pierson, and Miss Fern A. Wallender, stenographers, be given letters of commendation.

(2) I recommend that Messrs. R. F. Callahan, C. H. Deloach, C. L. Trotter, E. P. Dunn, E. W. Tieszient, G. W. Collins, and G. A. Ness, and also W. G. Jackson receive letters of commendation for the fine job they did.

Mr. Belmont 7/8/55

Director, FBI

Domestic Intelligence Division

FIREARMS DELINQUENCIES

The following personnel of your Division are delinquent in firearms training for the first half of the calendar year 1955:

A. H. Belmont, delinquent 4 shoots, fiscal year 1955
F. J. Baumgardner, delinquent June shoot
W. A. Branigan, delinquent April and June shoots
J. W. Brown, delinquent April and June shoots
W. V. Cleveland, delinquent June shoot
T. Coleman, delinquent April and June shoots
S. B. Donahoe, delinquent June shoot
W. F. Doyle, delinquent June shoot
R. G. Jensen, delinquent June shoot
V. P. Keay, delinquent June shoot
W. V. Klemp, delinquent June shoot
D. W. Kuno, delinquent June shoot
J. G. Landis, delinquent June shoot
J. L. McGovern, delinquent June shoot
E. B. Reddy, delinquent June shoot
E. S. Sanders, delinquent June shoot
E. H. Stewart, delinquent June shoot
D. J. Sullivan, delinquent June shoot
W. C. Sullivan, delinquent June shoot
E. T. Turner, delinquent April and June shoots
K. A. Vosburgh, delinquent April and June shoots
J. K. Wacks, delinquent June shoot
V. E. Woods, delinquent June shoot
W. R. Wannall, delinquent April and June shoots
B. E. Roach, delinquent June shoot.

This is an undesirable situation, and I want all firearms delinquencies removed by the close of business July 28, 1955, unless meritorious circumstances exist, in which event you shall submit an explanation and advise when the delinquency will be removed.

COMM-FBI JUL 7 1955 MAILED 19

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

JSR:ATP:dmm:dmg
(8)

RECORDED-146

~~Memo Harbo to Mr. Tolson, 7/5/55, re FIREARMS TRAINING BUREAU OFFICIALS AND SUPERVISORS, JSR:ATP~~

(Cover memo R. W. Harbo to Mr. Tolson 7/6/55 re Status of Firearms Training for Investigative Personnel at the Seat of Government EDM:dmg)

THREE

53 JUL 25 1955

The Training and Inspection Division is under instructions to report firearms delinquencies for fiscal year 1955 which have not been made up by the close of business July 28, 1955, and to submit to me appropriate recommendations for administrative action.

Mr. L. V. Boardman October 7, 1955

Mr. A. H. Belmont

C. E. HENNRICH;
W. V. CLEVELAND;
D. E. TODD

In accordance with the Director's memorandum of May 10, 1955, records have been maintained of errors in correspondence and of the reviewing officials who approved correspondence with nonsubstantive errors contained therein.

During the period May 10 to October 4, 1955, Messrs. Hennrich, Cleveland and Todd had ten such errors charged against them. A review of the errors reflected that most were typographical or grammatical errors.

I have discussed these errors with Messrs. Hennrich, Cleveland and Todd and have emphasized the necessity of their reviewing mail even more carefully in the future.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division so that letters of censure may be prepared for Messrs. Hennrich, Cleveland and Todd.

AHB:bmm
(6)

cc - Mr. Boardman
Mr. Belmont
Personnel file of Mr. Hennrich
Personnel file of Mr. Cleveland
Personnel file of Mr. Todd

OCT 1 8 32 AM '55

FBI - MAIL ROOM

17

67-NOT RECORDED

74 OCT 11 1955

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-06-2012

September 21, 1955

Personal and ~~Confidential~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

I want you to know I am most appreciative of your invaluable services on the Bureau's Economy Streamlining Committee.

This committee, through diligent and enthusiastic work, was able to effect a most substantial saving in funds. Please accept my personal commendation for your fine contribution to the work of the committee.

Sincerely yours,
J. Edgar Hoover

CC: Mr. Belmont (Personal Attention)

LRH:jst
67-134975
(4)
Based on memo Mohr to Tolson 9/16/55, JPM:gkc.

RECORDED
67-134975-229
SEP 29 1955
RECEIVED READING ROOM
U.S. DEPT. OF JUSTICE
COMM - FBI
SEP 22 1955
Mail Room

Tolson
Boardman
Nichols
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Tele. Room
Holloman
Gandy

SEP 29 1955

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-06-2012

October 11, 1955

~~PERSONAL AND CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

It has come to the attention of the Bureau that during the period May 10 to October 4, 1955, you were charged with failure to detect nonsubstantive errors in ten items of official correspondence reviewed and approved by you. The Bureau cannot stress too strongly the need for accuracy in official mail.

It is realized that in the course of your duties it is necessary for you to review a large volume of correspondence daily; however, in the future you should redouble your efforts to prevent errors of this nature in official mail.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

DCM:mjc
(4)

RECEIVED READING ROOM F B I

CC: Mr. Belmont (Personal Attention)

Based on memo Belmont to Boardman, 10-7-55, AHB:bmm

MAILED 2
OCT 12 1955
COMM-FBI

OCT 13 1955

December 26, 1955

PERSONAL

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

May I extend to you my heartiest congratulations on your Sixteenth Anniversary with the FBI. Over the years you have dedicated yourself to loyal and devoted service, and by the performance of your duties, have contributed materially to the accomplishments of the Bureau. I am ever mindful of the contributions rendered by dedicated employees such as you and it is my sincere hope that you will remain in the service for many more years.

Sincerely,

J. Edgar Hoover

JEH:EEC:c

SENT FROM D. O.
TIME 9:00 AM
DATE 12-27-55
BY

67-134475-231

Enclosure
Numbered 11

1 DEC 28 1955
FEDERAL BUREAU OF INVESTIGATION

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

145

53 JAN 3 1956

Mr. Tolson 11/16/55

E. D. Mason

PHYSICAL TRAINING

Supervisor Meyers of the gymnasium has contacted all overweight supervisors at the Seat of Government in an effort to be of assistance to them in effecting a reduction in their weight.

Supervisors [redacted] who were listed as overweight by the Administrative Division as of 9/12/55 are no longer overweight and have been removed from the overweight list. b6 b7C

Supervisor [redacted] has been attending Bureau gym classes on an average of twice a week and has lost some weight; he is also dieting.

Supervisor [redacted] who weighed 285 pounds on 10/13/55 is under the care of his personal physician; on low calorie diet and taking medicine to lessen appetite in order to reduce to proper level which is 246 pounds.

Supervisor [redacted] is overweight and doctor suggested he reduce from 214 pounds to 198 pounds. Doctor also suggested he stop smoking due to sinus trouble. Griffin did so and gained weight. He is dieting and performing daily exercises at his home. b6 b7C

Last physical exam report of Supervisor [redacted] dated 1/6/55, reflected his weight as 218 pounds. His weight as of 10/14/55 was 215 pounds, which is two pounds less than he weighed when in new agents' class in 1949. He is dieting in an effort to reduce his weight to the proper level which is 209 pounds.

Supervisor William V. Cleveland has reduced his weight from 218 pounds to 213 pounds. He is presently dieting and performing exercises daily at his home in an effort to reduce to proper level which is 196 pounds.

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

cc - Mr. Mohr
Personnel files of [redacted] b6 b7C

HAM:rlc
(15)

NOV 23 1955

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

RECOMMENDATIONS:

1. That the Administrative Division follow this matter closely to insure overweight supervisors continue efforts to reduce their weight.

2. That the Training and Inspection Division be alert to assist these supervisors as much as possible should they attend gym classes.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: October 7, 1955

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

FROM : Mr. A. H. Belmont

SUBJECT: C. E. HENNRICH;
W. V. CLEVELAND;
D. E. TODD

In accordance with the Director's memorandum of May 10, 1955, records have been maintained of errors in correspondence and of the reviewing officials who approved correspondence with nonsubstantive errors contained therein.

During the period May 10 to October 4, 1955, Messrs. Hennrich, Cleveland and Todd had ten such errors charged against them. A review of the errors reflected that most were typographical or grammatical errors.

I have discussed these errors with Messrs. Hennrich, Cleveland and Todd and have emphasized the necessity of their reviewing mail even more carefully in the future.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division so that letters of censure may be prepared for Messrs. Hennrich, Cleveland and Todd.

AHB:bmm
(6)

cc - Mr. Boardman
Mr. Belmont
Personnel file of Mr. Hennrich
Personnel file of Mr. Cleveland
Personnel file of Mr. Todd

67-22786-315

Letters of censure to Mr. Cleveland 10/11/55

67 OCT 24 1955

(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
CLEVELAND, WILLIAM VERNER	Special Agent	
4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	Annual	2-28-56

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-12-16	Mississippi	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
N.N.M.C.	

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

NORMAL	ABNORMAL	(*Check each item in appropriate column; enter "N. E." if not evaluated*)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (*Int. & ext. canals*) (*Auditory acuity under items 70 and 71*)
X		23. DRUMS (*Perforation*)
X		24. EYES—GENERAL (*Visual acuity and refraction under items 59, 60, and 61*)
ne		25. OPHTHALMOSCOPIC
X		26. PUPILS (*Equality and reaction*)
X		27. OCULAR MOTILITY (*Associated parallel movements, nystagmus*)
X		28. LUNGS AND CHEST (*Include breasts*)
X		29. HEART (*Thrust, size, rhythm, sounds*)
X		30. VASCULAR SYSTEM (*Varicosities, etc.*)
X		31. ABDOMEN AND VISCERA (*Include hernia*)
X		32. ANUS AND RECTUM (*Hemorrhoids, fistulae*) (*Prostate if indicated*)
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (*Strength, range of motion*)
X		36. FEET
X		37. LOWER EXTREMITIES (*Except feet*) (*Strength range of motion*)
X		38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (*Equilibrium tests under item 72*)
X		42. PSYCHIATRIC (*Specify any personality deviation*)
Females only		(*Check how done*)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

copy 8 WCP 7-78 any

copy sent SA 5-78 any

146 ENCLOSURE

(*Continue in item 73*)

44. DENTAL (*Place appropriate symbols above or below number of upper and lower teeth, respectively*)

o.—*Restorable teeth* I.—*Nonrestorable teeth* X.—*Missing teeth* XXX.—*Replaced by dentures* (6 X 8).—*Fixed bridge, brackets to include abutments*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	X	X	X					(X					O	X	X	O
RIGHT	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17
		X	X									X				

LEFT

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Calculus
Torus Mandibularis
bilateral

FBI 7-134975-232

Searched
Indexed
Filed
2 MAR 7 1956
FEDERAL BUREAU OF INVESTIGATION

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.017			46. CHEST X-RAY (*Place, date, film number, result*)	47. SEROLOGY (*Specify test used and result*)
ALBUMIN	SUGAR	MICROSCOPIC	Negative 46464	Kahn, Negative
Neg.	Neg.	Neg.		

48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
Normal	46	

36 MAR 12 1956

RECORDED - 146

16—62288-1

Enclosure one card 3-5-56

MAR 7

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER ☐ MEDIUM ☐ HEAVY ☒ OBESE ☐	56. TEMP.
68	208	Black	Brown		

57. BLOOD PRESSURE (*Arm at heart level*)

SITTING	SYS. 100	RECUMBENT	SYS.	STANDING (3 min.)	SYS.
	DIAS. 60		DIAS.		DIAS.

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
84				

59. DISTANT VISION	60. REFRACTION	61. NEAR VISION
RIGHT 20/ 20 CORR. TO 20/	BY S. CX	0.62M CORR. TO BY
LEFT 20/ 20 CORR. TO 20/	BY S. CX	0.62M CORR. TO BY

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED / CORRECTED
RIGHT LEFT	AOC 1940 18/18		

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15/15 SV 15/15
LEFT WV 15/15 SV 15/15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

51-52 - 13# over maximum wgt. On diet and exercise NCD

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)
☒ IS
☐ IS NOT QUALIFIED FOR strenuous physical exertion and use of firearms.

PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
G. R. JOHNSTON, CAPT, MC, USN	/s/ G. R. Johnston
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE
	/s/ A. T. Smith
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE / NUMBER OF ATTACHED SHEETS

GOVERNMENT PRINTING OFFICE : 1953—O-243413 16—62288-1

ATTACHMENT TO STANDARD FORM 88
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other examination indicates desirable)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee ___is___ qualified for strenuous physical
(is or is not)
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

___No___

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston
(Signature of Medical Examiner)

MAR 2 1956
(Date)

CLEVELAND, W.V. 67-134975-232

STANDARD FORM NO. 64

Office Memorandum, UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: February 29, 1956

FROM : Mr. A. H. Belmont

SUBJECT: ERRORS

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In accordance with the Director's memorandum of May 10, 1955, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period November 10, 1955, through February 24, 1956, SA William V. Cleveland had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with SA Cleveland and have emphasized the necessity of his reviewing mail even more carefully in the future.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to SA Cleveland.

AHB:bmm
(4)
cc - Mr. Boardman
Mr. Belmont
Mr. Mohr

67-134975-233
Searched
Numbered 147
2 MAR 7 1956
FEDERAL BUREAU OF INVESTIGATION

Let censure to Cleveland 3/5/56

RECORDED

39 MAR 14 1956

★ U. S. GOVERNMENT PRINTING OFFICE: 1952 - 997374

1. Agency and organizational designations	2. Pay roll period	3. Block No.	4. Slip No.
F.B.I., U.S. Department of Justice			14037

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
MR. WILLIAM V. CLEVELAND SA 07533 Fld.	GS 15 $11,880

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks:	11. Appropriation(s)	12. Prepared by
	35	13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
2-26-56	8-29-54	$11,610	$11,880	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):

☒ No excess LWOP. Total excess LWOP _____

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period. _____ Initials of Clerk

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 1[illegible]

PAY ROLL CHANGE SLIP—PERSONNEL COPY

B5 FEB 9 1956

NOT RECORDED

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-06-2012

March 6, 1956

PERSONAL AND ~~CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

The Bureau has noted the number of nonsubstantive errors detected in correspondence that you have reviewed and approved since November 10, 1955.

While it is realized your duties require you to review a large volume of correspondence daily; nevertheless, the Bureau wishes to impress upon you the imperative need of having all correspondence error free. In the future you should devote greater care to this phase of your duties so that it will not be necessary to again call such errors to your attention.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

TV:klm

RECORDED - 146

cc - Mr. Belmont (Personal Attention)

Based on memo A. H. Belmont to Mr. Boardman dated 2/29/56, AHB:bmm

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

COMM-FBI
MAR 6 1956
MAILED 26

46

36 MAR 12 1956

67-134975-234

Searched
Numbered

MAR 7 1956
FEDERAL BUREAU OF INVESTIGATION

FD-185

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM V. CLEVELAND

Where Assigned: DOMESTIC INTELLIGENCE (Division) FRONT OFFICE (Section, Unit)

Payroll Title: NO. ONE MAN TO ASSISTANT DIRECTOR - GS-15 - $11,880.

Rating Period: from April 1, 1955 to March 31, 1956

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:		Assistant Director	4/1/56
Reviewed by:			
Rating approved by:		Assistant Director	MAY 8 1956

TYPE OF REPORT

(X) Official
(X) Annual
( ) Administrative
( ) 60-day
( ) Transfer
( ) Separation from service
( ) Special

67-134975-2355
Searched
Serialized 36
7 MAY 7 1956
FBI - INVESTIGATION

RECORDED - 140

35
47 MAY 10 1956

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.

UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185 A

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form [illegible] ONE MAN TO

Name of Employee WILLIAM V. CLEVELAND Title ASSISTANT DIRECTOR

Rating Period: from 4/1/55 to 3/31/56

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving special commendation).
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

+ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.
✓ (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
+ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.
O (14) Technical or mechanical skills.
+ (15) Investigative ability and results:
- ___ (a) Internal security cases
- ___ (b) Criminal or general investigative cases
- ___ (c) Fugitive cases
- ___ (d) Applicant cases
- ___ (e) Accounting cases

O (16) Physical surveillance ability.
✓ (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
- O (a) Investigative reports
- O (b) Summary reports
- + (c) Memos, letters, wires

(Consider: ___ conciseness; ___ clarity; ___ organization; ___ thoroughness; ___ accuracy; ___ adequacy and pertinency of leads; ___ administrative detail.)

O (20) Performance as a witness.
✓ (21) Executive ability:
- ✓ (a) Leadership
- + (b) Ability to handle personnel
- + (c) Planning
- + (d) Making decisions
- + (e) Assignment of work
- + (f) Training subordinates
- + (g) Devising procedures
- + (h) Emotional stability
- + (i) Promoting high morale
- + (j) Getting results

O (22) Ability on raids and dangerous assignments:
- ___ (a) As leader
- ___ (b) As participant

+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
___ (25) Miscellaneous. Specify and rate:
- + Capability for Additional
- ___ Responsibility
- ___

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Administrator; Desk Man; Number One Man to Assistant Director

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator - Desk Man - Executive

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: SATISFACTORY
Outstanding, Satisfactory, Unsatisfactory

March 31, 1956

RE: WILLIAM V. CLEVELAND

Part I - General Comments

During the entire rating period, Mr. Cleveland has continued in the position of No. One Man to the Assistant Director of the Domestic Intelligence Division. On a number of occasions, he has taken over the desk of the Branch Chief of the Espionage-Central Research Branch, and on each occasion has shown himself capable of handling the work properly.

On several occasions, it has been necessary for Mr. Cleveland to train Supervisors to act in relief capacity in the Front Office. He has provided sound and capable training to these men.

Throughout the rating period, special assignments, in the way of surveys, committees and specialized problems, have been given to Mr. Cleveland. He has carried out these assignments most willingly and with most satisfactory results. On September 21, 1955, Mr. Cleveland was commended by the Director for his invaluable services on the Bureau's Economy Streamlining Committee.

Mr. Cleveland handles a very heavy volume of paper work with a minimum of correction. He has above average judgment and above average knowledge of Bureau policy, both of which equip him to handle inquiries from the field offices, to arrive at appropriate decisions, and to furnish answers to the field. In his position, Mr. Cleveland is inescapably under continuous pressure and has shown ability to work well under pressure. He is thoroughly loyal to the Bureau and approaches his work with real enthusiasm, with the result that he passes this enthusiasm on to others with whom he comes in contact. He is a thoroughly experienced and dependable employee.

Mr. Cleveland is rated as Satisfactory.

Part II - Specific Comments

1. *Justification for Any Minus Ratings Given* - Not applicable.

2. *Experience and Ability as Inspector's Aide*

   Qualified, but not used during rating period.

3. *Participation in Informant Programs*

   Evaluation and analysis of handling informants are a part of his work--well qualified.

4. *Testifying Experience and Ability* - Not applicable.

5. *Disciplinary Action*

   Criticized on May 3, 1955, for approving a letter improperly prepared.

   Criticized on October 11, 1955, and March 6, 1956, for failure to detect nonsubstantive errors among the large volume of correspondence reviewed by him.

6. *Accounting Information* - Not applicable.

7. *Police Instruction* - Not applicable.

8. *Sound Training* - Not applicable.

9. *Potentiality for and Interest in Administrative Advancement*

   Mr. Cleveland performs a very valuable service to the Bureau in his present assignment. He is, however, available for other assignment and is fully qualified for further advancement in the Bureau.

FD-253 (11-22-54)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund.

Name [redacted] CLEVELAND Relationship WIFE Date 3-9-56 b6 b7C

Address [redacted] - ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death [redacted] ciary of agents killed in the line of duty.

Name [redacted] CLEVELAND Relationship WIFE Date 3-9-56

Address [redacted] ARLINGTON, VA.

NOT RECORDED

MAR 9 1956

Very truly yours,

William H. Cleveland
Special Agent

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: June 4, 1956

FROM : MR. W. V. CLEVELAND

SUBJECT:

Tolson
Boardman
Nichols
Belmont
Harbo
Mohr
Parsons
Rosen
Tamm
Sizoo
Winterrowd
Tele. Room
Holloman
Gandy

In June 1955 the writer advised that he had been elected Chairman of the Official Board of the Central Methodist Church in Arlington, Virginia.

This is to advise that at a meeting of the Official Board on May 28, 1956, the writer was re-elected as Chairman to serve from June 1956 to June 1957.

ACTION:

For your information.

WVC:mn

RECORDED-54

67-134975-286

Searched
Numbered

JUN 6 1956

FEDERAL BUREAU OF INVESTIGATION

57

41 JUN 14 1956

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-07-2012

July 31, 1956

PERSONAL AND CONFIDENTIAL

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

The attention of the Bureau has been directed to the fact that in the recent past you have failed to detect and have corrected a number of nonsubstantive errors in correspondence which you have approved.

Your failure to discover these errors indicates the need for greater thoroughness and care in your reviewing of official mail in order that such errors may be eliminated in the future.

Very truly yours,

John Edgar Hoover
Director

RECEIVED READING ROOM
F.B.I.
U.S. DEPT. OF JUSTICE
JUL 31 3 26 PM '56

CC: Mr. Belmont (Personal Attention)
Domestic Intelligence Division Personnel File

JIC:mfj
(5)

Based on memo from Belmont to Boardman, 7/27/56, AHB:bmm.

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

MAILED 6
JUL 31 1956
COMM-FBI

Standard Form 47
(December 1955)
U. S. Civil Service Commission
Chapter M-2, F. P. M.

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. DATE OF BIRTH	3. TITLE OF POSITION
CLEVELAND, WILLIAM V.	1-17-16	SPECIAL AGENT

4. HOME ADDRESS (*Number, street or RFD, city or town, zone and State*)	5. EMPLOYING AGENCY
5813-5th ST. SO., ARLINGTON, VA.	F.B.I.

6. HAVE YOU EVER HAD OR HAVE YOU NOW (*Place check at left of each item*)

YES	NO		YES	NO	
	✓	Poor vision in one or both eyes	✓		Arthritis, rheumatism, swollen or painful joints
	✓	Eye disease		✓	Loss of hand, arm, foot, or leg
	✓	Poor hearing in one or both ears		✓	Deformity of hand, arm, foot, or leg
	✓	Diabetes		✓	Nervous or mental trouble of any kind
	✓	Palpitation, chest pain or shortness of breath		✓	Blackouts or epilepsy
	✓	Dizziness or fainting spells		✓	Sugar or albumin in urine
	✓	Frequent or severe headaches		✓	Excessive drinking habit (ALCOHOL)
	✓	High or low blood pressure		✓	Other serious defects or diseases
	✓	Drug or narcotic habit			

7. IF YOUR ANSWER IS "YES" TO ONE OR MORE OF THE ABOVE QUESTIONS, EXPLAIN FULLY IN THIS SPACE:

RHEUMATISM, AGE 13, NO AFTER EFFECTS

8. (A) DO YOU WEAR GLASSES? ☐ YES ☑ NO (B) DO YOU WEAR CONTACT LENSES? ☐ YES ☑ NO

(C) DO YOU WEAR A HEARING AID? ☐ YES ☑ NO

I certify that my answers above are full and true, and I understand that a false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.

SIGNATURE	DATE
William V. Cleveland	6-7-56

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

☑ There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.

☐ On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.

☐ Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

67 - NOT RECORDED
5 JUN 25 1956

SIGNATURE OF DESIGNATED OFFICIAL	DATE
Joseph A. Sizoo	June 8 1956

☆ U.S. GOVERNMENT PRINTING OFFICE: 1956—O-371081

FD-289 (3-28-56)

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT – LAST, FIRST, MIDDLE INITIAL)	DATE
CLEVELAND, WILLIAM V.	6-7-56

DIVISION AND SECTION ASSIGNED	POSITION TITLE
DIV. V - FRONT OFFICE	SPECIAL AGENT

THIS IS TO CERTIFY THAT I PRESENTLY [✓] HOLD [ ] DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT)	PERMIT NUMBER	PERMIT EXPIRES
VIRGINIA	637335	1-31-58

THIS IS AN UNRESTRICTED (~~RESTRICTED~~) PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (~~GOVERNMENT OR~~ PERSONALLY OWNED) APPROXIMATELY 30,000 MILES. DURING THIS TIME, (A) I [ ] HAVE [✓] HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I [ ] HAVE [✓] HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

William V. Cleveland
SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT – LAST, FIRST, MIDDLE INITIAL)	POSITION TITLE	DATE
SIZOO, Joseph A.	Inspector	6/8/56

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:

[✓] CONTINUOUS SAFE DRIVING RECORD

[ ] INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **

I CERTIFY THAT THIS EMPLOYEE IS:

[✓] QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.

[ ] NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

67 - NOT RECORDED
5 JUN 25 1956

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

Joseph A. Sizoo
(SIGNATURE OF REVIEWING OFFICIAL)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: July 27, 1956

FROM : Mr. A. H. Belmont

SUBJECT: SA WILLIAM V. CLEVELAND, ERRORS

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

In accordance with the Director's memorandum of May 10, 1955, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period May 10, 1956, through July 27, 1956, SA William V. Cleveland had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with SA Cleveland and have emphasized the necessity of his reviewing mail even more carefully in the future.

RECOMMEDNATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to SA Cleveland.

AHB:bmm
(4)
cc - Mr. Boardman
Mr. Mohr
Mr. Belmont

ltr of censure to Cleveland 1-31-56 gjc/mp

RECORDED-135

67— 134975-238
Searched
Numbered 9
20 AUG 1956

66 AUG 6 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: August 30, 1956

FROM : MR. O. A. EZELL

SUBJECT: WILLIAM V. CLEVELAND, Special Agent
DOMESTIC INTELLIGENCE DIVISION

AUTOMOBILE ACCIDENT

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Mr. Cleveland telephonically advised at 3:45 PM, this date (8-30-56) that while on annual leave and traveling in his personally-owned automobile, he had a minor accident with a truck at 1:55 PM, today. Mr. Cleveland stated he was traveling west on Columbia Pike near Annandale and that a truck made a sudden left turn in front of him causing him to hit the rear of the truck. He stated that there was no damage to the truck and that the damage to his car consisted of a dented front end. There were no personal injuries and both he and the trucking concern are insured.

He stated that the Fairfax County police were advised and a report made of the accident. He also stated that the Fairfax police requested his occupation and he advised them he was employed by the FBI.

ACTION:

For record purposes -- It is suggested that this memorandum be forwarded to the Administrative Division.

OAE:mn
cc - Mr. Belmont
Administrative Div.
Mr. Ezell
(4)

INDEXED

67-134975-239

10 AUG 31 1956

137

82 SEP 11 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. BELMONT

DATE: July 23, 1956

FROM : W. A. BRANIGAN

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SUBJECT: PERSONNEL MATTERS - ESPIONAGE SECTION

DOMESTIC INTELLIGENCE

On Thursday, July 19, 1956, New York Office telephonically apprised Bureau of data of considerable intelligence interest received through our coverage of Dominican Republic matters which had to do specifically with attitude of Dominican Republic toward then imminent Panama Conference and reactions of Dominican Republic to policies of U.S. affecting that country. Because of the need for prompt dissemination voluminous information was received telephonically from New York Office during afternoon and evening of July 19, 1956. Time was of the essence in preparing lengthy dissemination letters to the Attorney General, Presidential Assistant Sherman Adams, and Secretary of State John Foster Dulles and because of voluminous data available considerable planning and coordination went into organization of the material. This was handled by Mr. W. V. Cleveland, Number One Man of the Division, and Espionage Section Supervisors Howard W. Little and W. Raymond Wannall. All of these men worked through the night until 4:30 a.m. to get job done and were on duty at regular time Friday morning.

In connection with preparation of this material it was necessary to call in Espionage Section stenographers [redacted] about 10 p.m., July 19, and they worked through the night until about 4:30 a.m., July 20. This material was prepared under considerable pressure, with emphasis on neatness and accuracy, was error free, and I feel the exceptionally high quality of work produced under these circumstances by these young ladies merit special attention. These stenographers displayed a noteworthy degree of loyalty and interest in their work in responding to needs of Bureau and demonstrated a keen sense of teamwork in getting the job done by working until the early morning hours.

b6
b7C

RECOMMENDATION:

Recommend letters of commendation be directed to [redacted] in recognition of the outstanding quality of their work and their noteworthy loyalty and interest in their work on this occasion.

cc: Belmont
Branigan
C. R. Davidson
Personnel file [redacted]
Personnel file
Personnel file

RECORDED - 149

67-149000-7250

Searched

Numbered 39

10 AUG 1 1956

FEDERAL BUREAU OF INVESTIGATION

SBD:hmm
(7)

~~6 AUG~~

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. L. V. BOARDMAN 11/8/56

DATE: October 30, 1956

FROM : MR. A. H. BELMONT

SUBJECT: SA W. V. CLEVELAND
IN-SERVICE TRAINING

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

SA Cleveland is scheduled for In-Service Training on November 5, 1956.

As you know, it has been necessary for me to be away from my desk which is presently being handled by Inspector Sizoo. Section Chiefs Baumgardner and Roach have been handling Inspector Sizoo's desk and Section Chief Roach will be tied up on November 5, 6, and 7 with arrangements which have been made for the visit of [redacted] Inspector Moore will be in New York until at least the middle of next week by reason of the birth of their child on October 29, 1956. SA Cleveland is presently handling Inspector Moore's desk. Section Chief Bland is scheduled for In-Service Training November 5, 1956.

b6
b7C
b7D

Form received reflecting birth of child to Inspector Moore mjs

ACTION:

It will be seen from the above that the Front Office of the Domestic Intelligence Division is and will be understaffed and consequently, unless advised to the contrary, SA Cleveland will not go to In-Service as scheduled but instead will go during the early part of 1957.

AHB:mn
cc - Training & Inspection Division
Mr. Boardman
Mr. Belmont
Mr. Cleveland
(5)

RECORDED-139 57-134975-2110

Attached
Numbered 3

2 NOV 1956
FEDERAL BUREAU OF INVESTIGATION

38 NOV 9 1956

FD-281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:
returned

INSPECTOR'S MANUAL # 15
(issued 8-15-56)

RETURNED destroyed 9/5/16 ee

INSPECTOR'S MANUAL # 34
(issued 4-7-52)

FILE
3-M
PER afd

67 NOT RECORDED
5 SEP 15 1956

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

William V. Cleveland

William V. Cleveland

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: November 8, 1956

FROM : Mr. A. H. Belmont

SUBJECT: WILLIAM V. CLEVELAND
ERRORS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

In accordance with instructions contained in the Director's memorandum dated May 10, 1955, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period July 30, 1956 through November 2, 1956, Special Agent William V. Cleveland had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with Special Agent Cleveland and have emphasized the necessity of his reviewing mail even more carefully in the future.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to Special Agent Cleveland.

AHB:bmm (4)
cc - Mr. Boardman
Mr. Mohr
Mr. Belmont

let of censure to Cleveland
11-16-56
TJN/mf

RECORDED-146

134975-241
Searched
Numbered 3
2 NOV 19 1956
FEDERAL BUREAU OF INVESTIGATION

NOV 23 1956

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-07-2012

November 16, 1956

PERSONAL AND ~~CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

It is noted that during the recent past you have failed on a number of occasions to detect nonsubstantive errors in official correspondence which was reviewed and approved by you. Even though these errors were later detected and corrections were made before the correspondence left the Bureau they should have been detected by you.

The Bureau wishes to impress upon you the need to eliminate all errors of this type from official mail and, hereafter you will be expected to increase your efforts in this regard.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

cc - Mr. Belmont (Personal Attention)
cc - Domestic Intelligence Division Personnel File

TJN:mfj
(5)
Based on memo from Mr. Belmont to Mr Boardman, 11/8/56, AHB:bmm.

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Mintz
Tele. Room
Holloman
Gandy

MAILED 5
NOV 16 1956
COMM-FBI

RECORDED-INDEXED
NOV 16 1956

December 26, 1956

PERSONAL

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

May I join with your many friends in extending congratulations on your Seventeenth Anniversary with the Bureau. Your record of achievement has been one of which you can be very proud and I did want you to know of my appreciation for your loyal and selfless service.

Sincerely,

J. Edgar Hoover

RECORDED - 147

62-134775-243

2 DEC 28 1956

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

JEH:eh

SENT FROM D. O.
TIME 9:00 AM
DATE 12-26-56
BY

94

58 JAN 2 1957

D O

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-07-2012

December 5, 1956

PERSONAL AND ~~CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

It was certainly thoughtful of you to present your suggestion of November 20, 1956, relative to identifying particular items included in the nonexpendable inventory.

It is gratifying to see the improvements which have been made in our procedures from time to time as a result of the ideas submitted by our officials and supervisors. I want you to know that I appreciate very much your contribution in this regard. Careful consideration is being given your idea and you will be promptly advised in the event it is adopted.

COMM - FBI
DEC 5 - 1956
MAILED 19

Sincerely yours,

J. Edgar Hoover

REC'D-READING ROOM
F B I
DEC 3 33 PM '56

cc - Mr. Belmont

ceh (Suggestion #280-57)
(4)

Official payroll name "William V. Cleveland" per Movement Section.

Suggestion referred to Administratige Division for views 12/3/56 - ceh

67 NOT RECORDED

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

DEC 6 1956

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: February 19, 1957

FROM : Mr. A. H. Belmont

SUBJECT: WILLIAM V. CLEVELAND
ERRORS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

In accordance with instructions contained in the Director's memorandum dated May 10, 1955, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period November 10, 1956, through February 19, 1957, Special Agent William V. Cleveland had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with Special Agent Cleveland and have emphasized the necessity of his reviewing mail even more carefully in the future.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to Special Agent Cleveland.

AHB:bms
(4)
cc - Mr. Boardman
Mr. Mohr
Mr. Belmont

RECORDED-146
67-134975-244
Searched
Numbered
5 FEB 28 1957
INVESTIGATION

Let to Cleveland 3/25/57 JM/bak

4 MAR 1 1957

3/bak

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-07-2012

February 26, 1957

PERSONAL AND ~~CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

It was very thoughtful of you to present your suggestion of February 18, 1957, concerning the preparation of teletypes. You will be interested in knowing that the Bureau recently considered a very similar idea and concluded that it should not be adopted due to certain disadvantages noted.

b6
b7C

It is gratifying to note that our officials and supervisors are constantly reviewing existing procedures and recommending changes where they believe desirable. Although the Bureau is not adopting your recommendation in this instance, I do appreciate your interest in making your idea available to me.

MAILED 8
FEB 26 1957
COMM-FBI

Sincerely yours,
J. Edgar Hoover

FEB 26 11 45 AM '57
REC'D-READING ROOM
F B I

cc - Mr. Belmont

CEH:vfb (Suggestion #393-57)
(4)

62-101071 RECORDED 25

NOTE: SA Cleveland recommends that the methods of transmitting teletypes (plain text or encoded) be indicated on the teletype form by use of ballot boxes. Present regulations require that "plain text" or "encoded" be typed on teletype form. SA O. J. Keep (Investigative Division) suggested on 2/6/57 that teletypes be sent in plain text unless "encoded" typed on the form. Memo [redacted] Jr., to Mr. Nichols 2/14/57 recommended present procedure be continued as in many instances teletypes were being transmitted in plain text when they should have been encoded because they were not marked for transmission in encoded form through oversight or negligence on the part of the employees originating these communications.

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Mr. Callahan 12/19/56

A. M. Newman

Suggestion Number 280-57

In referenced suggestion, Mr. William V. Cleveland recommends that the Bureau adopt the practice of placing a label or sticker containing the General Services Administration (GSA) classification number in an inconspicuous place on non-expendable inventory items.

This suggestion has been given consideration before and it has been the feeling of the Property Management Unit the final results would not warrant the expense, also the majority of the office equipment used by this Bureau is standard and the classification number and description is readily available in the GSA catalog furnished to each division.

Recommendation: In view of the above I do not feel that it would be advantageous to the government to adopt the proposed suggestion.

Enclosure

GSM/geh
3

67 - NOT RECORDED
1 JAN 4 1957 4/6

ADDENDUM BY TRAINING AND INSPECTION DIVISION 12/28/56 - vfb

Training and Inspection Division concurs with views of Administrative Division that suggestion not be adopted.

RECOMMENDATION:

That suggestion not be adopted.

cc - Personnel file of WILLIAM V. CLEVELAND

Employee Suggestion
FD-252 (11-14-55)

280-57

Date November 29, 1956

To:	From:	Employee assigned to (Division)
Director, FBI	William V. Cleveland (S	Domest. Intell. Div.

SUGGESTION

That the Bureau adopt the practice of placing a label or sticker containing the GSA classification number in an inconspicuous place on nonexpendable inventory items, in particular such items as desks and tables, etc.

Current practice or rule (Include manual citation as well as facts)

Nonexpendable inventory items are classified on a division basis by the personnel in the division handling the inventory.

Advantages of suggestion

The adoption of this suggestion would provide a readily available classification number and would eliminate the necessity of measuring items (desks, tables) each time an inventory is taken. It would also insure a uniform classification number for some types of small card index cabinets, which, due to similarity in construction, are constantly subject to confusion. It would also save considerable time when inventories are taken and when items are received or disposed of. The labels or stickers could easily be placed in an inconspicuous spot on the item.

Disadvantages of suggestion

It will initially require a considerable amount of time to set up this practice, but the results appear to be worth it.

Annual Savings (Show basis for estimate)

Ack 12/5/56 - EH.
Referred to Admin Div for Veiews 12/3/56 - EH.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☐ Mr. ☐ Mrs. ☐ Miss _____
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit and it is believed it should be given consideration.

_____
Signature and Title

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-07-2012

February 25, 1957

PERSONAL AND ~~CONFIDENTIAL~~

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

The Bureau's attention has been directed to the fact that since November 10, 1956, you have failed to detect a number of nonsubstantive errors which appeared in official correspondence that was reviewed and approved by you. Even though these errors were detected and corrections were made before the correspondence in question left the Bureau, you should have detected the errors and you should have had them corrected.

As you know it is imperative that all Bureau correspondence be free from error and in the future it will be incumbent upon you to exercise greater care and to give closer attention to detail in reviewing official mail.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

TJN:wmt (5)

cc - Mr. Belmont (Personal Attention)
SOG Domestic Intelligence Division Personnel File

Based on memo from Mr. Belmont to Mr. Boardman, 2/19/57, AHB:bms.

FEB 25 5 30 PM '57
REC'D-READING ROOM
F B I

67- 245
Searched
Numbered
FEB 28 1957
FEDERAL BUREAU OF INVESTIGATION

MAILED 8
FEB 26 1957
COMM-FBI

Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Nease
Winterrowd
Tele. Room
Holloman
Gandy

Standard Form 88
(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
Cleveland, William Verner	SA	

4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION
	Annual	Mar 27 1957

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	White				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-12-16	Marietta, Mississippi	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
Bethesda	

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	ABNORMAL	(Check each item in appropriate column: enter "N. E." if not evaluated)
		18. HEAD, FACE, NECK, AND SCALP
		19. NOSE
		20. SINUSES
		21. MOUTH AND THROAT
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
		23. DRUMS (Perforation)
		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
NE		25. OPHTHALMOSCOPIC
		26. PUPILS (Equality and reaction)
		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
		28. LUNGS AND CHEST (Include breasts)
		29. HEART (Thrust, size, rhythm, sounds)
		30. VASCULAR SYSTEM (Varicosities, etc.)
		31. ABDOMEN AND VISCERA (Include hernia)
		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
		33. ENDOCRINE SYSTEM
		34. G-U SYSTEM
		35. UPPER EXTREMITIES (Strength, range of motion)
		36. FEET
		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
		38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
		40. SKIN, LYMPHATICS
		41. NEUROLOGIC (Equilibrium tests under item 72)
		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done) 43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

Copy OWC 7-78 ony

copy sent SA 5-78 ony

139 ENCLOSURE

(Continue in item 73)

Entered on card 4-10-57 Rec'd item

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)
O.—Restorable teeth
I.—Nonrestorable teeth
X.—Missing teeth
XXX.—Replaced by dentures
(6 X 8).—Fixed bridge, brackets to include abutments

RIGHT																LEFT
	X 1	X 2	X 3	4	5	6	7	(X 8	9)	10	11	12	X 13	X 14	X 15	16
	X 32	31	X 30	29	28	27	26	25	24	23	22	X 21	20	19	18	17

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

67-134 975-246

Meets Dental Standards 149

RECORDED-139

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.030			46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC		
Neg.	Neg.	Negative	Negative 48712	Kahn, Negative

48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
Normal		

3 jun

16—62283-1

APR 16 1957

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER ☐ MEDIUM ☐ HEAVY ☒ OBESE ☐	56. TEMP.
68	200	F Brown	Brown		

REC'D ADMIN. DIV. 6 15 PM '57

57. BLOOD PRESSURE (*Arm at heart level*)

SITTING	SYS. 110	RECUM-BENT	SYS.	STANDING (3 min.)	SYS.	58. PULSE (*Arm at heart level*) SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
	DIAS. 80		DIAS.		DIAS.	84				

APR 19

59. DISTANT VISION	60. REFRACTION	61. 0.62M NEAR VISION
RIGHT 20/ 20 CORR. TO 20/	BY S. CX	20.8 CORR. TO BY
LEFT 20/ 20 CORR. TO 20/	BY S CX	20.8 CORR. TO BY

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD.

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT LEFT	AOC 1940 18/18		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV /15 SV /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

51-52 5# over maximum wgt.

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)
☑ IS
☐ IS NOT QUALIFIED FOR Strenuous physical exertion and use of firearms.

PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER.

79. TYPED OR PRINTED NAME OF PHYSICIAN: G. R. Johnston, CAPT, MC USN	SIGNATURE: /s/ G. R. Johnston
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE: /s/ J. B. Ferris
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE / NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE: 1953—O-243413 16—62288-1

ATTACHMENT TO STANDARD FORM 88
(Revised July 25, 1956)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee IS qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? [ ] Yes [✓] No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? [ ] Yes [✓] No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G R Johnston
(Signature of Medical Examiner)

APR 4 1957
(Date)

CLEVELAND, W.V.

ENCLOSURE 67-134975-2446

FIELD ARMS TRAINING RECORD

SPECIAL AGENT CLEVELAND, W. V.

FD-40
3-25-47

OFFICE	MO./YR.	HS	PPC	SG	.30	MG	GAS	RD			QUALIFIED
S. O. G. MU	5/53	100	92			100					
MU	6/53	90	87	100	78	86					✓
	7/53	98	95	#2		94					
	9/53	96	90	100		82					
	4/54										
	5/54										
	6/54										
	8/54	90	86	#2 24/25		94					
Make-up	1/55	90	88	100		80					
Make Up	9-6/55	92	90	24/100		78					
	7-6/55	88	90	100		78					
	7-19/55	94	89	18/25		86					
	10-5/55	94	92	100	✓	80	✓	DT			
	10/24								249		
DEC 5 5									255		
									230	FEB 5 6	
		98	89	100	✓	94	DT	BA	273	MAR 1 2 1956	
		100	93	20		96	DT	RD		MAY 2 1956	
		92	86	22		84				JUL 1 1956	
		84	93	100		96	✓	DT		OCT 7 1956	
									204		
									257		
									261	2/57	
									189	MAR 25 1957	
		67 NOT RECORDED 1 APR 5 1957									

90

98

FD-281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

3-22-57

I certify that I have received the following Government property for official use:

~~returned~~

1957 Old Post Office Parking Permit #73

DESTROYED

old date Old Post Office Parking Permit #73

FILE
3-M
PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67 NOT RECORDED
61 MAR 27 1957

Very truly yours,

W. V. Cleveland

FD-185 (Rev. 12-13-56)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: WILLIAM V. CLEVELAND

Where Assigned: DOMESTIC INTELLIGENCE (Division) FRONT OFFICE (Section, Unit)

Official Position Title: ~~NO. ONE MAN TO ASSISTANT DIRECTOR~~

Rating Period: from April 1, 1956 to March 31, 1957

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

Rated by: [signature] Assistant Director 4/30/57
Signature Title Date

Reviewed by: Signature Title Date

Rating Approved by: [signature] Assistant Director MAY 8 1957
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

RECORDED - 142

67-134925-242

( ) Administrative
( ) 60-Day
( ) Transfer
( ) Separation from Service
( ) Special

13

MAY 13 1957

MAY 1 1956

3-CRT

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185a (Rev. 12-13-56)

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee WILLIAM V. CLEVELAND Title NO. ONE MAN TO ASSISTANT DIRECTOR

Rating Period: from 4/1/56 to 3/31/57

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
   A. Any element rated "Unsatisfactory" must be supported by narrative comments.
   B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

+ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
E (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
✓ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic, consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
O (14) Technical or mechanical skills.
O (15) Investigative ability and results:
   ___ (a) Internal security cases
   ___ (b) Criminal or general investigative cases
   ___ (c) Fugitive cases
   ___ (d) Applicant cases
   ___ (e) Accounting cases
O (16) Physical surveillance ability.
✓ (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
   O (a) Investigative reports.
   O (b) Summary reports
   + (c) Memos, letters, wires
   (Consider: ___ conciseness; ___ clarity; ___ organization; ___ thoroughness; ___ accuracy; ___ adequacy and pertinency of leads; ___ administrative detail.)
O (20) Performance as a witness.
E (21) Executive ability:
   ✓ (a) Leadership
   + (b) Ability to handle personnel
   + (c) Planning
   + (d) Making decisions
   + (e) Assignment of work
   + (f) Training subordinates
   + (g) Devising procedures
   + (h) Emotional stability
   + (i) Promoting high morale
   + (j) Getting results
O (22) Ability on raids and dangerous assignments:
   ___ (a) As leader
   ___ (b) As participant
+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
___ (25) Miscellaneous. Specify and rate:
   E Dictation ability
   + Capability for Additional Responsibility.

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Administrator; Desk Man; Number One Man to Assistant Director.

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Administrator - Desk Man - Executive

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? [X] Yes [ ] No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS [signature]

March 31, 1957

RE: WILLIAM V. CLEVELAND

PART I GENERAL COMMENTS

During the entire rating period, Mr. Cleveland served as No. One Man to the Assistant Director of the Domestic Intelligence Division. However, on several occasions, and in some instances for extended periods of time, he substituted for the Branch Chief in charge of the Espionage-Central Research Branch. In that position, as well as in his regular position, the work of Mr. Cleveland was highly satisfactory.

The Director expressed his apprecation to Mr. Cleveland twice during the rating period for suggestions offered by him to improve the Bureau's procedures. In addition, he has been alert to suggest improvements on procedures within this Division on a regular basis. He has taken a full part in the necessary planning and organization of the work within the Division. Special assignments and projects necessary to the functioning of the Division have been carried out by Mr. Cleveland in a very satisfactory manner.

A considerable percentage of the correspondence and memoranda of the Division flow across Mr. Cleveland's desk. In spite of the very heavy volume, Cleveland has been able to keep the work moving with a minimum of errors. He is able to handle a large volume and at the same time apply sound policy and good judgment despite the continuous pressure. Mr. Cleveland comes in contact with and instructs many of the personnel in the Division, both supervisors and clerks. He has handled this administrative phase of his work fairly and yet firmly. In handling numerous telephone calls from the field, Cleveland has displayed a sound knowledge of Bureau policy and uniform good judgment. This is an important phase of his work.

Mr. Cleveland is a thoroughly experienced and loyal Bureau employee, with a good background of field experience. He approaches his work with enthusiasm.

On three occasions during the rating period, the Director called Mr. Cleveland's attention to nonsubstantive errors which appeared in official correspondence reviewed by him. I have taken this into account in rating him.

PART II SPECIFIC COMMENTS

1. Justification for any Minus Ratings Given - Not applicable.

2. Experience and Ability as Inspector's Aide

   Qualified, but not used during the rating period except within the Division.

3. Participation in Informant Programs.

   In a supervisory and review capacity.

4. Testifying Experience and Ability - Not applicable.

5. Disciplinary Action

   On July 31, 1956, November 16, 1956, and February 25, 1957, the Director called his attention to nonsubstantive errors in material reviewed by him.

6. Accounting Information - Not applicable.

7. Police Instruction - Not applicable.

8. Sound Training - Not applicable.

9. Potentiality for and Interest in Administrative Advancement

   Mr. Cleveland has experience as an Assistant Special Agent in Charge in the field. He is fully qualified for such a position and has the experience and ability to handle a field office. He is available for any assignment; is interested in advancement; feels that he is contributing to the Bureau here at the Seat of Government and would like to advance at the Seat of Government.

MR. BELMONT May 8, 1957

DIRECTOR, FBI

WILLIAM V. CLEVELAND
IN-SERVICE TRAINING (SECURITY)
4/22 - 5/3/57

The above-named Special Agent attended the above In-Service Training Course at the Seat of Government and attained the following grades:

Notebook	VG
Examination	96
Double Action Course	94
Practical Pistol Course	92
Shotgun (Skeet)	22/25
.30 Rifle	90

The firearms grades have been entered on his field firearms training record.

This employee should not be credited with any overtime for the above period in May.

cc: SA William V. Cleveland
Domestic Intelligence Division

JAC
WLS:chb
(3)

67-NOT RECORDED-1

Mail Room
Tolson
Nichols
Boardman
Belmont
Mason
Mohr
Parsons
Rosen
Tamm
Trase
Winterrowd
Tele. Room
Holoman
Gandy

32

FILED 8
MAY 8 1957
COMM-FBI

MR. S. A. ANDRETTA 7-30-57
ADMINISTRATIVE ASSISTANT ATTORNEY GENERAL

DIRECTOR, FBI

PARKING PERMITS

It is requested that the following alternate parking permits be issued:

Alternate space 16 to W. V. Cleveland who has a 1956 Ford with Virginia license 952-972.

Alternate space 88 to W. A. Branigan who has a 1955 Ford Station Wagon with Virginia license 197-782.

There is being forwarded under separate cover the cancelled alternate parking permit on space 87, returned by W. V. Cleveland.

134 775-248

Mr. F. W. Waikart assigned to space E-19, now has Maryland license JL-11-32.

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

DWL:jlb
(4)

COMM — FBI
JUL 30 1957
MAILED 25

MAIL ROOM

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. J. P. MOHR

DATE: July 23, 1957

FROM : MR. A. H. BELMONT

SUBJECT: PARKING PERMITS

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Winterrowd
Tele. Room
Holloman
Gandy

It is requested that Special Agent W. V. Cleveland be issued a parking permit for Space No. 16, alternate only. It is further requested that Special Agent W. A. Branigan be issued a parking permit for Space No. 88, alternate only.

Parking permit for Space No. 87, alternate only, is being turned in by Special Agent Cleveland and is attached hereto.

Enclosure

AHB:mn

cc - Mr. Mohr
Mr. Belmont

(3)

67-134975-249

55

7/23

16 AUG 1957

RECORDED - 146

☆U. S. GOVERNMENT PRINTING OFFICE: 1952 -

[illegible] designations	2. Pay period	3. Block No.	4. Slip
F.B.I., U. S. Dept. of Justice			135

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
Lt. WILLIAM V. CLEVELAND CA 07533	GS 15 $12,150

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks:	11. Appropriation(s)	12. Prepared by
		13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
8-25-57	2-26-56	$11,880	$12,150	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):

☒ No excess LWOP. Total excess LWOP 32 AUG [illegible]

(Check applicable box in case of excess LWOP)
☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

HA/mab Initials of Clerk

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

FD-281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

8-2-57

I certify that I have received the following Government property for official use:

Alternate Parking Permit Space 16

Returned

Alternate Parking Permit Space 87

FILE
3-M
PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67 - NOT RECORDED

9 AUG 2 1957

Very truly yours,

William V. Cleveland

FD-281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6/20/57

I certify that I have ~~received~~ returned the following Government property for official use:

Operations and Procedures Manual on Personnel Matters # 28

FILE
3-M
PER da

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

DO NOT DESTROY
JUL 2 1957

Very truly yours,

William V. Cleveland

William V. Cleveland

Employee Suggestion
FD-252 (11-14-55)

O

O 393-57

Date: February 18, 1957

To:	From:	Employee assigned to (Division)
Director, FBI	William V. Cleveland	Division 5

SUGGESTION

That O-9 form (teletype) have places indicated on it for the notations "Plain Text" and "Encode." (See attached example.)

Current practice or rule (Include manual citation as well as facts)

Right now, either "Plain Text" or "Encode" has to be typed on teletypes. /SAC Letter 57-4 (D)/

Advantages of suggestion

This would eliminate the necessity of typing these words each time a teletype is prepared. The presence of these two designations on the teletype form would substantially eliminate the possibility of forgetting to indicate which method of transmittal is desired.

Disadvantages of suggestion

None known.

Annual Savings (Show basis for estimate)

CC - PERSONNEL FILE OF WILLIAM V. CLEVELAND

Letter Sent 1-25

94

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

[XX] Mr. [ ] Mrs. [ ] Miss

67-NOT RECORDED
69 1 MAR 11 1957

Special Agent
Signature and Title of Suggester

Recommendations and comments of Division Head

This suggestion appears to have merit and should be considered at such time as the form now in use is revised.

Signature and Title

Cleveland FD-253 (11-22-54)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund.

Name [redacted] CLEVELAND Relationship WIFE Date 6-2-57 b6 b7C

Address [redacted] ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty.

Name SAME AS ABOVE Relationship 138 Date

Address

67-NOT RECORDED
5 JUN 4 1957

JUN 3 1957

Very truly yours,

Special Agent

January 3, 1958

PERSONAL

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

Attention has been directed to the number of nonsubstantive errors that have been discovered in official correspondence reviewed and approved by you since April 8, 1957, and it is apparent that you have not exercised sufficient care in handling this phase of your duties.

In the future it will be necessary for you to review Bureau mail with greater thoroughness and alertness so that errors of this type can be eliminated.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

MAILED 11
JAN 3 1958
COMM-FBI

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

TJN:klf
(5)
1 - Mr. Belmont (Personal Attention)
1 - Domestic Intelligence Division Personnel File

Based on memo A. H. Belmont to Mr. Boardman dated 12/27/57, AHB:mpp.

MAIL ROOM

December 26, 1957

PERSONAL

Dear Mr. Cleveland:

I am very happy indeed to join your many friends and associates in the Federal Bureau of Investigation who today are offering you sincere congratulations on your Eighteenth Anniversary with the Federal Bureau of Investigation. Your achievements and devotion to duty over the years have contributed materially to the over-all accomplishments of the Bureau and should be a source of satisfaction and pride to you, as they are to me. I sincerely hope that you will continue your career in the service for many years to come.

Sincerely,

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

JEH:tlc

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SENT FROM D. O.
TIME 9:06 AM
DATE 12-26-57
BY HM

DES 30 1957

6 til 12-26-54

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16—48999-1

Form prescribed by Comp. Gen., U.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
0 JANUARY	2	8	8	6			4	JULY	15			84			56
0	3	16	24	12	24	24	8		16	40	72	90			60
	4			18			12								
0 FEBRUARY	5			24	8	32	16	AUGUST	17	40	112	96			64
0	6			30			20		18			102			68
									19	8	120	108			72
0 MARCH	7			36			24	SEPTEMBER	20			114			76
0	8	8	32	42			28		21			120			80
0 APRIL	9			48			32	OCTOBER	22			126			84
	10			54			36		23			132			88
0 MAY	11			60			40	NOVEMBER	24	40	160	138			92
0	12			66			44		25			144			96
0 JUNE	13			72			48	DECEMBER	26			154			100
0	14			78			52		1			160			104

ABSENCE WITHOUT PAY W—AWL—SUSPENDED DATE	TYPE	HRS.	TOTAL
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			

COMPENSATORY TIME RECORD PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.

REMARKS

YEARLY SUMMARY (HOURS) ITEM	ANN.	SICK
BAL. FORWARDED	587	7[illegible]
YR. ACCRUAL	160	10.
TOTAL	747	83.
TOTAL TAKEN	160	3.
BALANCE	587	80.

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Cleveland,	William V.,	SA		12-26-39		1954

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Cleveland,	William V.,	SA				

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16—48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY								JULY							
FEBRUARY								AUGUST							
MARCH								SEPTEMBER							
APRIL								OCTOBER							
MAY								NOVEMBER							
JUNE								DECEMBER							

ABSENCE WITHOUT PAY W—AWL—SUSPENDED			
DATE	TYPE	HRS.	TOTAL

REMARKS

COMPENSATORY TIME RECORD			
PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.

YEARLY SUMMARY (HOURS)		
ITEM	ANN.	SICK
BAL. FORWARDED		
YR. ACCRUAL		
TOTAL		
TOTAL TAKEN		
BALANCE		

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Cleveland,	William V.,	SA		12-26-89		1955

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEA
			6tl 12-26-54			

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD ✓ ☆ GPO 16—48999-1

*Form prescribed by Comp. Gen., U
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY	2			4			2	JULY	16	80	117	88			58
	3			10			6		17			94	1	42	62
	4			16			10								
FEBRUARY	5			22			14	AUGUST	18			100			66
	6	16	16	28			18		19	4	121	106			70
									20			112			74
MARCH	7	2	18	34			22	SEPTEMBER	21			118			78
	8			40			26		22			124			82
	9			46	8	8	30					[illegible]			[illegible]
APRIL	10			52	24	32	34	OCTOBER	23			130			86
	11	3	21	58	1	33	38		24			136			90
MAY	12			64	8	41	42	NOVEMBER	25	40	161	142			94
	13			70			46		26			148	2	44	98
JUNE	14			76			50	DECEMBER	1			158			102
	15	16	37	82			54								

ABSENCE WITHOUT PAY W—AWL—SUSPENDED			
DATE	TYPE	HRS.	TOTAL

COMPENSATORY TIME REC			
PAY PERIOD	HOURS WORKED	HOURS TAKEN	BA

REMARKS

YEARLY SUMMARY (HOUR

ITEM	ANN.	SIC
BAL. FORWARDED	590	7
YR. ACCRUAL	158	1
TOTAL	748	8
TOTAL TAKEN	161	
BALANCE	587	7

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEA
Cleveland,	William V., SA			12-26-39		1952

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Cleveland,	William V., SA	6 tel	12-26-54			

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

☆ GPO 16—48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY	2			6			4	JULY	16			90	8	155	60
	3			12	16	16	8		17	1	17	96			64
	4			18			12					6-1			85
FEBRUARY	5			24			16	AUGUST	18	40	57	102			68
	6		1	30			20		19			108			72
									20			114			76
MARCH	7			36			24	SEPTEMBER	21			120	2	157	80
	8			42			28		22	2	59	126			84
	9	16		48			32								
APRIL	10			54			36	OCTOBER	23			132			88
	11			60			40		24			138			92
MAY	12			66	2	18	44	NOVEMBER	25	40	99	144			96
	13			72	10	28	48		26			150			100
JUNE	14			78	39	67	52	DECEMBER	27		101	160		155	104
	15		1	84	80	147	56		1			166			108

ABSENCE WITHOUT PAY W—AWL—SUSPENDED			
DATE	TYPE	HRS.	TOTAL

COMPENSATORY TIME RECORD			
PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
1 hrs. s			charged
9-25-53			should
have been			charged
to AL. Rest			27 TAP

REMARKS

YEARLY SUMMARY (HOURS)		
ITEM	ANN.	SICK
BAL. FORWARDED	587	778
YR. ACCRUAL	166	108
TOTAL	753	886
TOTAL TAKEN	101	155
BALANCE	652	731

587

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
Cleveland,	William V., SA			12-26-39		1953

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16—43999-1

Form prescribed by Comp. Gen., U.
June 28, 1946

MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY	2			4			4
	3			12			
	4			20	4	4	
FEBRUARY	5			28			4
	6			36			
MARCH	7	16	16	44			4
	8			52			
APRIL	9			60	16	20	14
	10			68			
	11	3	19	76			
MAY	12	8	27	84			20
	13			92			
JUNE	14			100			20
	15			108			

MONTH	PAY PER. No.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JULY	16	13	40	116			20
	17	80	120	124			
AUGUST	18	40	160	132			22
	19			140	2	22	
SEPTEMBER	20			148			22
	21			156			
OCTOBER	22			164			23
	23			172	1	23	
	24			180			
NOVEMBER	25	8	168	188			23
	26			196			
DECEMBER	1	8	176	204			33
	2			208	24	47	

ABSENCE WITHOUT PAY W—AWL—SUSPENDED DATE	TYPE	HRS.	TOTAL
			590

REMARKS

COMPENSATORY TIME RECORD PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.

YEARLY SUMMARY (HOURS)

ITEM	ANN.	SICK
BAL. FORWARDED	590	72
YR. ACCRUAL	208	3
TOTAL	798	25
TOTAL TAKEN	176	4
BALANCE	622	70

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA Cleveland,	William V.			12-26-39		1950

Div 5

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO . 16—48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY	2			4				JULY	16			116			22
	3			12	8	8	10		17			124			
	4			20											
FEBRUARY	5			28			20	AUGUST	18	80	83	132			22
	6			36					19			140			
MARCH	7			44			22	SEPTEMBER	20	4	87	148			30
	8			52					21	8	95	143	8	16	
									22	8	103	149			
APRIL	9			60			22	OCTOBER	23			155			30
	10			68					24			180			
	11			76			22								
MAY	12	3	3	84			22	NOVEMBER	25	1	104	188			30
	13			92					26			196			
				101											
JUNE	14			100			22	DECEMBER	1			204			30
	15			108					2			208			

ABSENCE WITHOUT PAY W—AWL—SUSPENDED			
DATE	TYPE	HRS.	TOTAL
			590

#13 hrs at clad
#19 hrs at reconditioned

REMARKS

COMPENSATORY TIME RECORD			
PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.

YEARLY SUMMARY (HOURS)		
ITEM	ANN.	SICK
BAL. FORWARDED	590	206
YR. ACCRUAL	208	30
TOTAL	798	236
TOTAL TAKEN	104	16
BALANCE	694	220

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA	Cleveland, William V.			12-26-39		1951

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEA

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16—48999-1

Form prescribed by Comp. Gen., U
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY	26			4			0	JULY	16	8	61	116			58
	3			12					17	15	76	124			
	4			20											
FEBRUARY	5	2	2	28	8	8	8	AUGUST	18			132			68
	6	16	18	36					19	8	84	140			
MARCH	7			44	16	24	18	SEPTEMBER	20			148			72
	8			52	32	56			21			156			
APRIL	9			60			28	OCTOBER	22			164			82
	10			68	16	72			23			172	11	83	
									24			180			
MAY	11	11	29	76			38	NOVEMBER	25	32	116	188			83
	12	8	37	84					26			196			
	13	16	53	92											
JUNE	14			100			48	DECEMBER	1			204			83
	15			108					2a			208			

ABSENCE WITHOUT PAY W—AWL—SUSPENDED DATE	TYPE	HRS.	TOTAL
			590

COMPENSATORY TIME RECO PAY PERIOD	HOURS WORKED	HOURS TAKEN	BA

REMARKS

YEARLY SUMMARY (HOURS

ITEM	ANN.	SIC
BAL. FORWARDED	590	7
YR. ACCRUAL	208	
TOTAL	798	8
TOTAL TAKEN	116	
BALANCE	682	7

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEA
SA Cleveland,	William V.			12-26-39		1949

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
					Seattle	5

Standard Form No. 1137
General Regulations No. 102

LEAVE RECORD

GPO 16—48999-1

Form prescribed by Comp. Gen., U. S.
June 28, 1946

MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.	MONTH	PAY PER. NO.	ANNUAL TAKEN HRS.	ANNUAL TAKEN TOTAL	ANNUAL HRS. ACCR.	SICK TAKEN HRS.	SICK TAKEN TOTAL	SICK HRS. ACCR.
JANUARY	1			8				JULY	15			116			4
	2			16			10		16			124			
	3			24											
FEBRUARY	4			32			0	AUGUST	17			132			4
	5			40					18	4	61	140			
MARCH	6	6	6	48			10	SEPTEMBER	19			148			12
	7	3	9	56					20			156	8	12	
APRIL	8			64	2	2	2	OCTOBER	21	72	133	164			22
	9			72					22			172			
									23			180	10	22	
MAY	10			80			2	NOVEMBER	24	8	141	188			22
	11	8	17	88					25			196			
	12	24	41	92											
JUNE	13	16	57	100			4	DECEMBER	26	2	143	204			22
	14			108	2	4			27			208			
												65			22

ABSENCE WITHOUT PAY W—AWL—SUSPENDED DATE	TYPE	HRS.	TOTAL
			590

COMPENSATORY TIME RECORD PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.

REMARKS

YEARLY SUMMARY (HOURS)

ITEM	ANN.	SICK
BAL. FORWARDED	590	720
YR. ACCRUAL	208	22
TOTAL	798	742
TOTAL TAKEN	143	22
BALANCE	655	720

LAST NAME	FIRST NAME AND INITIAL	IDENTIFICATION No.	TYPE OF APPOINTMENT	EOD DATE	AGENCY	CALENDAR YEAR
SA	Cleveland, William V.			12-26-39		1948

EMPLOYEE Cleveland, William V. E.O.D. 12-26-39 19 DIV.

ACC. ANN.

ACC. SICK ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1939

DAY OF MO.	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.		JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.	
1																			1																			1
2																			2																			2
3																			3																			3
4																			4																			4
5																			5																			5
6																			6																			6
7																			7																			7
8																			8																			8
9																			9																			9
10																			10																			10
11																			11																			11
12																			12																			12
13																			13																			13
14																			14																			14
15																			15																			15
16																			16																			16
17																			17																			17
18																			18																			18
19																			19																			19
20																			20																			20
21																			21																			21
22																			22																	2 31		22
23																			23																	1 2		23
24																			24																			24
25																			25																			25
26																			26																	E.O.D.		26
27																			27																			27
28																			28																			28
29																			29																			29
30																			30																			30
31																			31																			31
Total																																						A.
																																						S.
																																						WP
Aggregate																																						A.
																																						S.
																																						WP

PAT. NO. 1616558 97-C-5071-8 P

EMPLOYEE Cleveland, William V. E.O.D. 12-26-39 19 DIV.

ACC. ANN.

ACC. SICK ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1938

DAY OF NO	JANUARY D	JANUARY H	JANUARY M	FEBRUARY D	FEBRUARY H	FEBRUARY M	MARCH D	MARCH H	MARCH M	APRIL D	APRIL H	APRIL M	MAY D	MAY H	MAY M	JUNE D	JUNE H	JUNE M		JULY D	JULY H	JULY M	AUGUST D	AUGUST H	AUGUST M	SEPTEMBER D	SEPTEMBER H	SEPTEMBER M	OCTOBER D	OCTOBER H	OCTOBER M	NOVEMBER D	NOVEMBER H	NOVEMBER M	DECEMBER D	DECEMBER H	DECEMBER M	
1																			1																			1
2																			2																			2
3																			3																			3
4																			4																			4
5																			5																			5
6																			6																			6
7																			7																			7
8																			8																			8
9																			9																			9
10																			10																			10
11																			11																			11
12																			12																			12
13																			13																			13
14																			14																			14
15																			15																			15
16																			16																			16
17																			17																			17
18																			18																			18
19																			19																			19
20																			20																			20
21																			21																			21
22																			22																			22
23																			23																			23
24																			24																			24
25																			25																			25
26																			26																			26
27																			27																			27
28																			28																			28
29																			29																			29
30																			30																			30
31																			31																			31
Total																																						A.
																																						S.
																																						WP
Aggregate																																						A.
																																						S.
																																						WP

EMPLOYEE Cleveland, William V. E.O.D. 12-26-39 19 DIV.

ACC. ANN.

ACC. SICK ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1937

DAY OF MO.	JANUARY D	JANUARY H	JANUARY M	FEBRUARY D	FEBRUARY H	FEBRUARY M	MARCH D	MARCH H	MARCH M	APRIL D	APRIL H	APRIL M	MAY D	MAY H	MAY M	JUNE D	JUNE H	JUNE M
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
Total																		
Aggregate																		

DAY OF MO.	JULY D	JULY H	JULY M	AUGUST D	AUGUST H	AUGUST M	SEPTEMBER D	SEPTEMBER H	SEPTEMBER M	OCTOBER D	OCTOBER H	OCTOBER M	NOVEMBER D	NOVEMBER H	NOVEMBER M	DECEMBER D	DECEMBER H	DECEMBER M
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
Total																		
Aggregate																		

DAY OF MO.	A.	S.	WP
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total			
Aggregate			

EMPLOYEE Cleveland, William V. E.O.D. 12-26-39 19 DIV.

ACC. ANN. 0 - 2 - 31

ACC SICK 0 - 1 - 27 ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1940

DAY OF MO.	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M.
1														3	30			
2														3	30			
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20											4							
21																		
22																		
23																		
24																		
25		1	6															
26																		
27		1	4															
28																		
29																		
30											3	30						
31																		
Total																		
Aggregate								1	4/6							3	-	30
																	13	

DAY OF MO.	JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12														S				
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24					4													
25																		
26																		
27																		
28																		
29																		
30																		
31					4													
Total																		
Aggregate																14	1	30
																2	3	

DAY OF MO.	A.	S.	WP.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total			
Aggregate			

EMPLOYEE: SA Cleveland, William V. E. O. D. 19 12-26-39 DIV.

ACC. ANN. 18-5-1

ACC. SICK 35-5-27 ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1943

DAY OF MO.	JANUARY D	JANUARY H	JANUARY M	FEBRUARY D	FEBRUARY H	FEBRUARY M	MARCH D	MARCH H	MARCH M	APRIL D	APRIL H	APRIL M	MAY D	MAY H	MAY M	JUNE D	JUNE H	JUNE M		JULY D	JULY H	JULY M	AUGUST D	AUGUST H	AUGUST M	SEPTEMBER D	SEPTEMBER H	SEPTEMBER M	OCTOBER D	OCTOBER H	OCTOBER M	NOVEMBER D	NOVEMBER H	NOVEMBER M	DECEMBER D	DECEMBER H	DECEMBER M	
1																			1																			1
2																			2																			2
3																			3																			3
4																			4																			4
5																			5																			5
6																			6																			6
7																			7																			7
8																			8																			8
9																			9																			9
10																			10																			10
11																			11																			11
12																			12																			12
13																			13																			13
14																	4	30	14																			14
15																			15																			15
16																			16																			16
17																			17																			17
18																			18																			18
19																			19																			19
20																			20																			20
21	S																		21																H	Carc		21
22																			22																			22
23																			23																			23
24																			24																			24
25																			25																			25
26																			26																			26
27																			27																			27
28																			28																			28
29																			29																			29
30																			30																			30
31																			31																			31
Total																																						A.
																																						S.
																																						WP
Aggregate																																			12			A.
																																			1	4	30	S.
																																						WP

Instantex PAT. NO. 1616508 97-C-7279-8 P

EMPLOYEE: SA Cleveland, William V. E. O. D. 19 12-26-39 DIV.

ACC. ANN. 16-2-01 To Field 7-6-42

ACC. SICK 25-5-27 ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1942

DAY OF MO.	JANUARY D.	JANUARY H.	JANUARY M.	FEBRUARY D.	FEBRUARY H.	FEBRUARY M.	MARCH D.	MARCH H.	MARCH M.	APRIL D.	APRIL H.	APRIL M.	MAY D.	MAY H.	MAY M.	JUNE D.	JUNE H.	JUNE M		JULY D.	JULY H.	JULY M.	AUGUST D.	AUGUST H.	AUGUST M.	SEPTEMBER D.	SEPTEMBER H.	SEPTEMBER M.	OCTOBER D.	OCTOBER H.	OCTOBER M.	NOVEMBER D.	NOVEMBER H.	NOVEMBER M.	DECEMBER D.	DECEMBER H.	DECEMBER M.	
1																S			1																			1
2																			2																			2
3																			3																			3
4																			4																			4
5																			5																			5
6																			6	EOD SA																		6
7																			7																			7
8																			8																			8
9																			9																			9
10																			10																			10
11																			11																			11
12																			12																			12
13				S															13																			13
14																			14																S			14
15																			15																			15
16										S									16																			16
17																			17																			17
18																			18																			18
19																			19																			19
20																	6	30	20																			20
21																			21																			21
22																			22																			22
23																			23																			23
24																			24																			24
25																			25																			25
26							S												26																			26
27																	6	30	27																			27
28																			28																			28
29																			29																			29
30																			30																			30
31																			31																			31
Total																																						A.
																																						S.
																																						WP
Aggregate																																						A.
																																						S.
																																						WP

EMPLOYEE: SA Cleveland, William V. E.O.D. 19 12-26-39 DIV. ✓

ACC. ANN. 12-1-1

ACC. SICK 12-5-27 ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1941

Day of Mo.	January D.	January H.	January M.	February D.	February H.	February M.	March D.	March H.	March M.	April D.	April H.	April M.	May D.	May H.	May M.	June D.	June H.	June M.
1																		
2	S																	
3																		
4																/		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23	/																	
24																		
25										/								
26																		
27																		
28														/				
29	/																	
30	/																	
31																		
Total A.																		
Total S.																		
Total WP																		
Aggregate A.																		
Aggregate S.																		
Aggregate WP																		

Day of Mo.	July D.	July H.	July M.	August D.	August H.	August M.	September D.	September H.	September M.	October D.	October H.	October M.	November D.	November H.	November M.	December D.	December H.	December M.
1																		
2																		
3																		
4																		
5		4																
6																		
7	/																	
8	/																	
9	/																	
10	/																	
11	/																	
12		4																
13																		
14	/																	
15	/																	
16	/																	
17	/									S								
18	/																	
19		4																
20																		
21													/					
22														4				
23					4													
24																		
25																		
26																		
27																		
28																		
29							/											
30																		
31																		
Total A.																		
Total S.																		
Total WP																		
Aggregate A.																		
Aggregate S.																		
Aggregate WP																		

EMPLOYEE: SA Cleveland, William V. E.O.D. 19 12-26-39 DIV.

ACC. ANN. 32-5-0

ACC. SICK 49-1-0 ADV. SICK

INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR OF 1944

Day of Mo.	January D.	January H.	January M.	February D.	February H.	February M.	March D.	March H.	March M.	April D.	April H.	April M.	May D.	May H.	May M.	June D.	June H.	June M.
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13		S	✓															
14				/		✓												
15				/														
16				/														
17																		
18																		
19																		
20																		
21																		
22	S		✓															
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
Total A.																		
Total S.																		
Total WP																		
Aggregate A.																		
Aggregate S.																		
Aggregate WP																		

Day of Mo.	July D.	July H.	July M.	August D.	August H.	August M.	September D.	September H.	September M.	October D.	October H.	October M.	November D.	November H.	November M.	December D.	December H.	December M.
1							/											
2							/		/							/		✓
3																		
4																		
5																		
6																		
7											▲							
8																		
9																		
10	/		✓															
11	/																	
12	/																	
13	/																	
14	/																	
15	/													4				
16																		
17	/																	
18	/																	
19	/																	
20	/												S		✓			
21	/																	
22	/		J															
23																		
24																		
25																		
26																		
27																		
28																S		✓
29																		
30																		
31																		
Total A.																		
Total S.																		
Total WP																		
Aggregate A.																19	1	
Aggregate S.																3	0	
Aggregate WP																		

EMPLOYEE SA Cleveland, William V EOD 12-26-39 DIV.

ACC. ANN. 77-2 ✓ ACC. SICK 87-4 ✓ ADV. SICK

ACCRUED ANN. 85-6 ✓ 90-2

ACCRUED SICK 90-0

al 590 al 720

DAY OF MO.	JAN D	JAN H	FEB D	FEB H	MAR D	MAR H	APR D	APR H	MAY D	MAY H	JUNE D	JUNE H	DAY OF MO.	JULY D	JULY H	AUG D	AUG H	SEPT D	SEPT H	OCT D	OCT H	NOV D	NOV H	DEC D	DEC H	DAY OF MO.
1													1													1
2													2													2
3													3													3
4													4													4
5													5													5
6													6													6
7													7	5												7
8													8													8
9													9													9
10													10													10
11													11													11
12													12													12
13													13													13
14													14													14
15							3						15													15
16													16													16
17							S						17													17
18													18													18
19													19													19
20													20													20
21													21													21
22													22													22
23													23													23
24													24													24
25													25													25
26													26													26
27													27													27
28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A	6	4			6	4							A
													S					2	5							S
													WP													WP

Calendar Year 1947

	LWOP	SUSP.
No. of days		
Annual lost		
Sick lost		

ANNUAL

As of 1-1-47	77-2	77-2 ✓
Current Acc.	14-4	85-2
Total	91-6	162-4
Leave lost		
Balance		
Total taken	6-4	23-0
Balance 1-1-48	85-2	73-6 ✓
(amt. lost)		

SICK

As of 1-1-47	87-4 ✓
Current Acc.	5-1
Total	92-5
Leave lost	
Balance	
Total taken	2-5
Balance 1-1-48	90-0 ✓

PRINTED IN U. S. A. BY Postlindex COMPANY, JAMESTOWN, N. Y. 97-J-C-9033-8 P

ACC. ANN. 62-4 ACC. SICK 73-5 ADV. SICK

ACCRUED ANN. 75-2 ✓

ACCRUED SICK 81-1 ✓

DAY OF MO.	JAN D	JAN H	FEB D	FEB H	MAR D	MAR H	APR D	APR H	MAY D	MAY H	JUNE D	JUNE H	DAY OF MO.	JULY D	JULY H	AUG D	AUG H	SEPT D	SEPT H	OCT D	OCT H	NOV D	NOV H	DEC D	DEC H	DAY OF MO.
1													1													1
2													2													2
3													3												1c	3
4													4													4
5													5											S		5
6													6													6
7													7													7
8													8													8
9													9													9
10		2											10													10
11													11													11
12													12													12
13													13													13
14													14													14
15													15													15
16													16													16
17													17													17
18													18													18
19													19													19
20													20													20
21													21													21
22													22													22
23													23													23
24													24													24
25													25													25
26													26													26
27													27													27
28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A													A
													S													S
													WP													WP

Calendar Year 1946

	LWOP	SUSP.
No. of days		
Annual lost		
Sick lost		

ANNUAL

As of 1-1-46	62-4 ✓
Current Acc.	26-0
Total	88-4
Leave lost	
Balance	
Total taken	11-2
Balance 1-1-47	77-2 ✓
(amt. lost)	

SICK

As of 1-1-46	73-5 ✓
Current Acc.	15-0
Total	88-5
Leave lost	
Balance	
Total taken	1-1
Balance 1-1-47	87-4 ✓

ACC. ANN. 39-4 ACC. SICK 61-1 ADV. SICK

Accrued Ann. 50-0

Accrued Sick 65-3

DAY OF MO.	JAN D	JAN H	FEB D	FEB H	MAR D	MAR H	APR D	APR H	MAY D	MAY H	JUNE D	JUNE H	DAY OF MO.	JULY D	JULY H	AUG D	AUG H	SEPT D	SEPT H	OCT D	OCT H	NOV D	NOV H	DEC D	DEC H	DAY OF MO.
1													1			Fre	Ld									1
2													2													2
3													3													3
4													4													4
5													5													5
6													6													6
7							S						7													7
8													8													8
9													9													9
10													10													10
11													11													11
12													12													12
13													13													13
14			S										14													14
15													15													15
16													16													16
17													17													17
18													18													18
19													19													19
20													20													20
21													21													21
22													22													22
23												3	23													23
24													24													24
25													25													25
26													26													26
27													27													27
28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A													A
													S													S
													WP													WP

Calendar Year 1945

	LWOP	SUSP.
No. of days		
Annual lost		
Sick lost		

ANNUAL

As of 1-1-45 39-4

Current Acc. 26-0

Total 65-4

Leave lost

Balance

Total taken 3-0

Balance 1-1-46 62-4

(amt. lost)

SICK

As of 1-1-45 61-1

Current Acc. 15-0

Total 76-1

Leave lost

Balance

Total taken 2-4

Balance 1-1-46 73-5

ACC. ANN. ACC. SICK ADV. SICK

Accrued Ann.

Accrued Sick

DAY OF MO.	JAN D	JAN H	FEB D	FEB H	MAR D	MAR H	APR D	APR H	MAY D	MAY H	JUNE D	JUNE H	DAY OF MO.	JULY D	JULY H	AUG D	AUG H	SEPT D	SEPT H	OCT D	OCT H	NOV D	NOV H	DEC D	DEC H	DAY OF MO.
1													1													1
2													2													2
3													3													3
4													4													4
5													5													5
6													6													6
7													7													7
8													8													8
9													9													9
10													10													10
11													11													11
12													12													12
13													13													13
14													14													14
15													15													15
16													16													16
17													17													17
18													18													18
19													19													19
20													20													20
21													21													21
22													22													22
23													23													23
24													24													24
25													25													25
26													26													26
27													27													27
28													28													28
29													29													29
30													30													30
31													31													31
AGGREGATE													A													A
													S													S
													WP													WP

Calendar Year 1948

	LWOP	SUSP.
No. of days		
Annual lost		
Sick lost		

ANNUAL

As of 1-1-48

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-49

(amt. lost)

SICK

As of 1-1-48

Current Acc.

Total

Leave lost

Balance

Total taken

Balance 1-1-49

EMPLOYEE Cleveland, William V. EOD 12-26-39 DIV.

07533 PR

(PLEASE TYPE OR PRINT ALL INFORMATION)

FD 195

1. NAME CLEVELAND (LAST) WILLIAM (FIRST) VERNER (MIDDLE)

2. OFFICE OF ASSIGNMENT DEPT OF GOVERNMENT

TOTAL FEDERAL SERVICE

(CHECK ONE, PER ITEM 11)

LESS THAN 3 YRS.	3 YRS. BUT LESS THAN 15 YRS.	15 YRS. OR OVER
	✓	✓

(AS OF CLOSE OF BUSINESS ON JANUARY 6, 1952

DATE YOU WILL REACH NEXT CATEGORY: 12 (MONTH) 26 (DAY) 54 (YEAR)

NOTE: PLEASE READ THESE INSRUCTIONS BEFORE COMPLETING FORM.

IF IN BUREAU 15 YEARS FROM EOD LISTED UNDER ITEM 8 AND NO LEAVE WITHOUT PAY IN EXCESS OF 6 MONTHS IN ANY ONE CALENDAR YEAR, AS LISTED UNDER ITEM 10, IT WILL ONLY BE NECESSARY FOR YOU TO CERTIFY YOUR STATUS BY PLACING A CHECK MARK IN THE "15 YEARS OR OVER" BOX IN THE "TOTAL FEDERAL SERVICE" SPACE AT THE TOP OF THIS PAGE, AND SIGNING THE FORM. DO NOT FILL IN OTHER INFORMATION IN SUCH CASES.

3. PREVIOUS CIVILIAN GOVERNMENT SERVICE (GIVE COMPLETE NAME OF AGENCY AND BRANCH)	DATE EOD	DATE SEPARATED	TOTAL LENGTH OF SERVICE WITH EACH AGENCY YRS.	MOS.	DAYS

TOTALS ITEMS 4, 6, 8 9, 10, and 11

YRS.	MOS.	DAYS

4. TOTAL LENGTH OF PREVIOUS CIVILIAN GOVERNMENT SERVICE (ADD ALL TIME LISTED UNDER ITEM 3, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12, — GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

5. MILITARY SERVICE (INDICATE BRANCH - ARMY, NAVY, MARINE CORPS, COAST GUARD, AIR FORCE, ETC. IF NO MILITARY SERVICE, WRITE "NONE" IN THIS SPACE)	DATE ENTERED ON ACTIVE DUTY (DATE GIVEN ON SEPARATION DOCUMENT)	DATE DISCHARGED (DATE GIVEN ON SEPARATION DOCUMENT)	TOTAL SERVICE WITH MILITARY (EACH BRANCH) YRS.	MOS.	DAYS

FOLD ON THIS LINE

6. TOTAL MILITARY SERVICE (ADD ALL TIME LISTED UNDER ITEM 5, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 — GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED)

7. STATUS AT TIME OF ENTRANCE ON DUTY WITH ARMED FORCES (CHECK ONE)

ON MILITARY LEAVE FROM CIVILIAN GOVERNMENT SERVICE	RESIGNED FROM CIVILIAN GOVERNMENT SERVICE TO ENTER ARMED FORCES	ENTERED ARMED FORCES FROM PRIVATE EMPLOYMENT OR SCHOOL

8. PRESENT FBI SERVICE (IF REINSTATED, LIST DATES OF PREVIOUS SERVICE WITH FBI UNDER ITEM 3)

LATEST EOD DATE: 1Y (MONTH) Y6 (DAY) 1939 (YEAR)

TO CLOSE OF BUSINESS JAN. 6, 1952

TOTAL SERVICE SINCE LAST EOD DATE: YRS. 1Y MOS. 0 DAYS 11

CARRY THIS FIGURE IN COLUMN ON RIGHT

9. FEDERAL SERVICE TIME - GROSS TOTAL (ADD ITEMS 4, 6, AND 8, DIVIDE TOTAL DAYS BY 30, TOTAL MONTHS BY 12 — GIVE TOTAL IN EXACT YEARS, MONTHS AND DAYS SERVED.)

10. LEAVE WITHOUT PAY (EXCLUDING MILITARY) IN EXCESS OF SIX MONTHS TAKEN DURING ANY ONE CALENDER YEAR. (LIST TOTAL IN YEARS, MONTHS, AND DAYS)

11. FEDERAL SERVICE TIME-NET TOTAL (SUBTRACT ITEM 10 FROM ITEM 9. THIS WILL GIVE YOU YOUR ACTUAL SERVICE TIME.)

	YRS.	MOS.	DAYS
9. FEDERAL SERVICE TIME - GROSS TOTAL	1Y	0	11
10. LEAVE WITHOUT PAY			
11. FEDERAL SERVICE TIME-NET TOTAL	1Y	0	11

67 - I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

4 SEP 5 1957

(SIGNED) William V. Cleveland (WRITTEN SIGNATURE)

(DATE) 1-Y-5Y

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: December 27, 1957

FROM : Mr. A. H. Belmont

SUBJECT: ERRORS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

In accordance with instructions contained in a memorandum to all Bureau officials and Supervisors dated April 4, 1957, records have been maintained of the errors in correspondence and of the reviewing officials who approve correspondence with nonsubstantive errors contained therein. During the period April 8, 1957, through December 27, 1957, Special Agent William V. Cleveland had ten such errors charged against him. A review of the errors reflected that most were typographical and grammatical errors.

I have discussed these errors with Special Agent Cleveland and have emphasized the necessity of his reviewing mail even more carefully in the future.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Administrative Division and that a letter of censure be prepared and addressed to Special Agent Cleveland.

RECORDED - 148

Let Censure to Cleveland 1/3/58

67-134975-251

Searched
Numbered 48

1 JAN 7 1958

FEDERAL BUREAU OF INVESTIGATION

8 JAN 7 1958

1 - Mr. Boardman
1 - Mr. Mohr
1 - Mr. Belmont

AHB:mpp
(4)

143

8 JAN 8 1958

3/30

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: January 9, 1958

FROM : H. L. Edwards HLE/ad

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Belmont 8 PM

SUBJECT: WILLIAM V. CLEVELAND
EOD 12-26-39, Messenger
7-6-42, Special Agent
Supervisor GS-15, $12,150
Domestic Intelligence Division
Non-Veteran; Not on Probation
HEALTH MATTER

Special Agent Supervisor Cleveland is presently overweight as indicated by the physical examination report reflecting the results of the physical examination afforded him on 2-28-56. At that time his weight was 208 pounds, which is 13 pounds in excess of the maximum weight for his age and height. Mr. Cleveland, as of 12-5-57, advised the Physical Examination Unit that his weight at that time was 205 pounds.

Since we started the new overweight program on 12-17-57, this matter should be brought to the attention of Assistant Director Belmont so that the matter can be taken up with Cleveland to determine what efforts he has made to reduce his weight to permissible standards.

RECORDED 17

67-124 GPF-252

Searched
Indexed
Serialized
Filed
JAN 21 1958
FEDERAL BUREAU OF INVESTIGATION

RECOMMENDATION:

That this memo be referred to Mr. Belmont and that a memo be submitted by the Domestic Intelligence Division with regard to Mr. Cleveland being overweight.

RWB:mkw
(2)

memo to Mr. Mohr
AHD

WSH

6 JAN 22 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. J. P. MOHR

DATE: January 13, 1958

FROM : MR. A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND
EOD 12-26-39, Messenger
7-6-42, Special Agent
Supervisor GS-15, $12,150
DOMESTIC INTELLIGENCE DIVISION
Non-Veteran; Not on Probation
HEALTH MATTER

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

Rememo from Mr. Edwards to Mr. Mohr dated January 9, 1958. Special Agent Supervisor Cleveland has advised me that he is presently following a program of diet and exercise and expects to be able to reduce his weight to permissible standards by March 1958 at which time his annual physical examination is due.

ACTION:

The above is for your information.

AHB:mn
cc - Mr. Mohr
Mr. Belmont
(3)

RECORDED 11

67-[illegible] 253

JAN 21 1958

6 JAN 22 1958

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 1-31-58

FROM : H. L. Edwards

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: SA WILLIAM V. CLEVELAND
Assistant to Mr. Belmont
Domestic Intelligence Division
EOD 12-26-39 (Messenger); 7-6-42 (SA)
GS-15, $12,150
Non-Veteran; Non-Reservist
NOT ON PROBATION

The following is a brief and concise summary of Mr. Cleveland's record for the Director's use.

Since January, 1956, he has received five letters of censure for errors detected in official correspondence that he had reviewed and approved, the last letter being dated 1-3-58. He previously served as an Assistant Special Agent in Charge in Norfolk and Indianapolis and has been assigned as a Supervisor in the Domestic Intelligence Division since 9-22-51. He is Assistant to Mr. Belmont.

On 3-31-57 Mr. Belmont rated him EXCELLENT and said he was his assistant. However, on several occasions, he substituted for the Branch Chief in charge of the Espionage-Central Research Branch. In that position, as well as in his regular position, his work had been highly satisfactory. Special assignments and projects necessary to the functioning of the Division had been carried out by him in a very satisfactory manner. A considerable percentage of the correspondence and memoranda of the Division flowed across his desk. In spite of the very heavy volume, he had been able to keep the work moving with a minimum of errors. He was able to handle a large volume and at the same time applied sound policy and good judgment despite the continuous pressure. In handling numerous telephone calls from the field, he had displayed a sound knowledge of Bureau policy and uniform good judgment. This was an important phase of his work. He was fully qualified for the position of ASAC, and had the experience and ability to handle a field office. He was available for any assignment; was interested in advancement; felt that he was contributing to the Bureau at the Seat of Government and would like to advance at the Seat of Government.

By letter dated 12-26-57 the Director congratulated him on his Eighteenth Anniversary with the Bureau.

As of 12-5-57 he advised his weight was 205 pounds which was 10 pounds in excess of the maximum weight for his age and height. He stated he was following a program of diet and exercise and expected to be able to reduce his weight to permissible standards by March, 1958, at which time his annual physical examination is due.

67-134975-254
RECORDED
FEDERAL BUREAU OF INVESTIGATION

FDH/fac (2)
Enclosure (Permanent Brief)

FEB 13 1958

OVER

His office of preference as of January 17, 1958, is Washington, D. C.

His daily average overtime for the past six months was approximately 2 hours 31 minutes.

It is noted, his brother, Charles G. Cleveland entered on duty as a Messenger on 7-26-37 and was appointed to the position of Special Agent on 6-2-41. On 6-18-54 he was Dismissed with Prejudice in view of conduct unbecoming a representative of the Bureau. It is noted he came to the office during official working hours in an intoxicated condition. He admitted having had about three drinks in the afternoon and thereafter having sat in a Bureau car parked in a park, because he did not dare to interview anyone. SA Cleveland also has [redacted] b6 b7C

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: September 13, 1957

FROM : J. P. Mohr

SUBJECT: ASSIGNMENT CHART
DOMESTIC INTELLIGENCE DIVISION

Tolson
Nichols
Boardman
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

In reviewing the assignment charts for the various divisions, I noticed that the assignment chart for the Domestic Intelligence Division is misleading in that Special Agent Supervisor W. V. Cleveland is listed as Number One Man. A chart is attached for your ready reference. Mr. Cleveland is not the Number One Man of the Division and actually serves as an assistant to Mr. Belmont with duties primarily consisting of the review of Division mail and memoranda, similar to those performed by Mr. Scatterday in Mr. Boardman's office. The Number One Man duties of the Division are actually divided between Inspectors J. A. Sizoo and D. E. Moore who have joint responsibility for supervision of all sections of the Division.

It appears desirable to more clearly set forth the supervisory responsibility in Mr. Belmont's front office so that there will be no question as to the chain of command.

RECOMMENDATIONS:

(1) That Supervisor Cleveland's name be deleted from the top of the chart and placed on the chart along with the other supervisors in the Division.

list as is on chart as a Supervisor

(2) That Inspector Sizoo's name be listed under Mr. Belmont's name and that he be designated as the one to serve during Mr. Belmont's absence.

67-149000-2368
Searched
Numbered 21

(3) That Inspector Moore's name appear third and that he be approved to serve in charge of the Division during the absence of both Mr. Belmont and Inspector Sizoo.

RECORDED - 147

6 SEP 1957

J P Mohr

Enclosure
ERC:akc
(2)

DO-6

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

January 30, 1958

Mr. Tolson
Mr. Boardman
Mr. Belmont
Mr. Mohr
Mr. Nease
Mr. Parsons
Mr. Rosen
Mr. Tamm
Mr. Trotter
Mr. Jones
Mr. Clayton
Tele. Room
Mr. Holloman
Miss Holmes
Miss Gandy

[redacted] secretary to Judge Leonard P. Walsh, called with further reference to the Cub Scout pinning the Director on Monday, February 3, 1958.

b6
b7C

[redacted] was calling to furnish the name of the Cub Scout and he is John Cleveland, [redacted] Arlington, Virginia, telephone Jackson 5-9004. He is 10 years old, belongs to Pack 166, and is what they call a "Bear." She stated he is the son of Mr. and Mrs. William Cleveland and Mr. Cleveland was with the FBI. (Special Agent Supervisor William V. Cleveland, Domestic Intelligence Division.) Inquiry was made of [redacted] as to the name of the Den Mother and she advised that she did not think the Den Mother would be in the group, that it would be just the boy, his parents, and possibly Judge Walsh.

94-1-209-7554

Boy Scouts of America

edm
1 - Tele Room
1 - Mr. A. Jones

134 975-255

135

Photo sent letter 8-5-58

150

REC-61

8-7554

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nease

DATE: January 30, 1958

FROM : M. A. Jones

Tolson
Nichols
Boardman
Belmont
Mohr
Parsons
Rosen
Tamm
Trotter
Nease
Tele. Room
Holloman
Gandy

SUBJECT: PINNING CEREMONY HONORING THE DIRECTOR BY A CUB SCOUT
10:00 A.M., FEBRUARY 3, 1958

Attached is a brief statement the Director may desire to utilize at the presentation ceremony at 10:00 a.m., on February 3, 1958, when [redacted] pins a Boy Scout emblem on the Director's lapel.

[redacted] Secretary to Judge Leonard Walsh, called again today and advised that she has ascertained that John Cleveland, son of SA William V. Cleveland had been designated to make this award to the Director. She stated at this time that she did not think the Den Mother, [redacted], would be in the group but that possibly Judge Walsh would be present, along with [redacted] and his parents.

b6
b7C

It has been ascertained that [redacted] is the wife of an Air Force Colonel, and Bufiles contain no record of her or her husband. It will be recalled that Judge Walsh was present at the similar ceremony conducted in the Director's Office on January 30, 1957. He was sent photographs taken on that occasion. Bufiles reveal that there has been limited cordial correspondence between the Director and Walsh and that the Director congratulated him upon the Senate's confirmation of his present position in July, 1953.

As matters presently stand, the group calling on the Director will consist of Cub Scout [redacted] his parents, SA and Mrs. Cleveland, and possibly Judge Walsh.

RECOMMENDATION:

For the Director's use and information in connection with the pinning ceremony.

Enclosure
cc - Mr. Holloman
cc - Mr. Nease
cc - Tour Room
FBS:ogh
(7)

REC-78

94-1-208-7562

FEB 13 1958

ENCLOSURE
EX.-131

PERS. FILES

CRIME REC.

94-1-208-2562

February 3, 1958

My work in law enforcement has convinced me that those things which we learn as a boy influence tremendously the kind of man one is to be. So I heartily commend Boy Scout training and the ideals expressed in the Scout laws. All of us need standards, and your organization has a code of standards we can all be proud to accept.

I want to congratulate you on the celebration of Boy Scout Week, and to thank you for honoring me with this pin. It is a privilege to wear the emblem of Scouting.

b6
b7C

Remarks of J. Edgar Hoover on occasion of Boy Scout emblem pinning by Cub Scout [redacted] 10 year old son of FBI Special Agent William V. Cleveland, in connection with the 48th anniversary of scouting. [redacted] is a member of Cub Scout Pack 166, Glen Carlyn, and is in the 5th Grade of Glen Carlyn, Va., Elementary School.

94-1-208-7562

COPY

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: February 19, 1958

FROM : A. H. BELMONT

SUBJECT: WILLIAM V. CLEVELAND

ATTITUDE

The purpose of this memorandum is to report that the captioned employee reported for work on 2-18-58, notwithstanding the extremely hazardous travel conditions. In accordance with the Director's instructions this is to be made a matter of record in the employee's personnel file and considered as a COMMENDATION.

On Saturday, 2-15-58, the Washington, D. C., area was blanketed by fourteen inches of snow as a result of a storm which the Weather Bureau termed the worst that has struck this area in twenty-two years. Thereafter, high winds and near zero temperatures set in for several days making travel conditions extremely hazardous.

On Monday, 2-17-58, in recognition of the hardships and hazards that Federal Government employees would face in coming to work, a White House announcement was made encouraging such employees to stay home and take a day of annual leave. During the late afternoon of 2-17-58, a further official announcement emanated from the White House instructing that all Government employees who were not considered essential would be excused from work on 2-18-58 on Administrative Leave.

The captioned employee considered his work and his services to the FBI so essential that in spite of the foregoing announcement he took it upon himself to come to work and perform his regularly assigned duties. This is considered a highly exemplary attitude on the part of this employee and his actions in this instance certainly demonstrate his devotion to duty and the fact that he places his employment with the FBI above his personal convenience.

RECOMMENDATION:

That this memorandum be placed in the employee's personnel file.

5

(Rev. Aug. 1950)
PROMULGATED BY
BUREAU OF THE BUDGET
CIRCULAR A-24

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print)	2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
Cleveland, William Verner	Special Agent	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	**5. PURPOSE OF EXAMINATION**	**6. DATE OF EXAMINATION**
	Annual	Mar. 5, 1958

7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY	CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE	11. ORGANIZATION UNIT
M	W				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-12-16	Marietta, Miss.	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
N.N.M.C.	

17. RATING OR SPECIALTY — TIME IN THIS CAPACITY: TOTAL — LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	ABNORMAL	(Check each item in appropriate column: enter "N. E." if not evaluated)
		18. HEAD, FACE, NECK, AND SCALP
		19. NOSE
		20. SINUSES
		21. MOUTH AND THROAT
		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
		23. DRUMS (Perforation)
		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
NE		25. OPHTHALMOSCOPIC
		26. PUPILS (Equality and reaction)
		27. OCULAR MOTILITY (Associated parallel movements, nystagmus)
		28. LUNGS AND CHEST (Include breasts)
		29. HEART (Thrust, size, rhythm, sounds)
		30. VASCULAR SYSTEM (Varicosities, etc.)
		31. ABDOMEN AND VISCERA (Include hernia)
		32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
		33. ENDOCRINE SYSTEM
		34. G-U SYSTEM
		35. UPPER EXTREMITIES (Strength, range of motion)
		36. FEET
		37. LOWER EXTREMITIES (Except feet) (Strength range of motion)
		38. SPINE, OTHER MUSCULOSKELETAL
		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
		40. SKIN, LYMPHATICS
		41. NEUROLOGIC (Equilibrium tests under item 78)
		42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC ☐ VAGINAL ☐ RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

Copy
ent. SA
578
any

67—134 975-257

138
ENCLOSURE att.

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)

O.—Restorable teeth
I.—Nonrestorable teeth
X.—Missing teeth
XXX.—Replaced by dentures
(6 X 8).—Fixed bridge, brackets to include abutments

RIGHT																		LEFT
	X	X	X	4	5	6	7	8 X	9 X	10	11	12	13 X	14 X	15 X	16		
	32	31 X	30 X	29	28	27 O	26	25	24	23	22	21 X	20	19	18	17		

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
MAR 26 1958
Meets dental standards

LABORATORY FINDINGS

45. URINALYSIS: SP. GR. 1.028			46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN	SUGAR	MICROSCOPIC		
Neg.	Neg.	Neg.	0510630 Neg.	Neg.
48. EKG	49. BLOOD TYPE AND RH FACTOR		50. OTHER TESTS	
within normal limits	63			

MAR 26 1958

3

16—62288-1

MAR 26 1958

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD: SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE ☐	56. TEMP.
68	186	Dark Brown	Brown		98.

57. BLOOD PRESSURE (*Arm at heart level*)

SITTING SYS.	100	RECUMBENT SYS.		STANDING (5 min.) SYS.	
DIAS.	62	DIAS.		DIAS.	

58. PULSE (*Arm at heart level*)

SITTING	AFTER EXERCISE	2 MIN. AFTER	RECUMBENT	AFTER STANDING 3 MIN.
84				

59. DISTANT VISION	60. REFRACTION	61. .62m NEAR VISION
RIGHT 20/ 20 CORR. TO 20/	BY S. CX	20-8 CORR. TO BY
LEFT 20/ 50 CORR. TO 20/	BY S. CX	20-10 CORR. TO BY

62. HETEROPHORIA: (*Specify distance*) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT LEFT	1946 AOC 18 X 18		CORRECTED

66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15 /15 SV 15 /15

LEFT WV 15 /15 SV 15 /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	8000 8192	
RIGHT								
LEFT								

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

(*Use additional sheets of plain paper if necessary*)

74. SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)
☒ IS
☐ IS NOT QUALIFIED FOR Strenuous Physical Exertion and use of Firearms.

PHYSICAL CATEGORY

A	B	C	E

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER.

79. TYPED OR PRINTED NAME OF PHYSICIAN: G. R. JOHNSTON, CAPT, MC, USN	SIGNATURE: S/ S. R. Johnston
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE: S/ J. E. O'Malley, E.C.
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE / NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE : 1953—O-243413 16—62288-1

CLEVELAND, WILLIAM VERNER

ATTACHMENT TO STANDARD FORM 88
(Revised July 25, 1956)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (Item 71, audiometer examinations, should be afforded whenever possible.)
17	
62	
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X-ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee IS qualified for strenuous physical exertion. (Designate which)
(is or is not)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms? [ ] Yes [✓] No

2. Does examinee have any defects prohibiting safe operation of motor vehicles? [ ] Yes [✓] No

If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

G. R. Johnston
(Signature of Medical Examiner)

C7-134975-257

MAR 15 1953
(Date)

FD-253 (11-22-54)

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM V. CLEVELAND
(type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name [redacted] CLEVELAND Relationship WIFE Date 2-27-58 b6 b7C

Address [redacted] ARLINGTON, VA.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty.

Name [redacted] CLEVELAND Relationship WIFE Date 2-27-58

Address [redacted] ARLINGTON, VA.

MAR 3 1958

FEB 28

Very truly yours,

William V. Cleveland
Special Agent

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: April 9, 1958

FROM : Mr. Cleveland

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

SUBJECT: SA W. V. CLEVELAND
DOMESTIC INTELLIGENCE DIVISION
HEALTH MATTER

Mr. Cleveland advises that his last physical report reflected far vision in the left eye of 20/50. He has consulted with Dr. Michael Kennedy and has obtained glasses to correct his far vision to 20/20 in each eye.

ACTION:

For information.

cc - Mr. Belmont
cc - Mr. Mohr
cc - Mr. Cleveland
cc - Mr. Hyde

WVC:jdd
(5)

134 725-258
21
10 1958

94
APR 14 1958

D

OD

NAME: WILLIAM V. CLEVELAND

SPECIAL AGENT (No. One Man to Assistant Director)

EOD: 12/26/39 - Messenger
7/6/42 - Special Agent

GRADE GS-15 $11,610

NONVETERAN

ASSISTANT DIRECTOR BELMONT:

As No. One Man to the Assistant Director in the Domestic Intelligence Division, Mr. Cleveland holds a responsible position. He handles a very large volume of work of a type which requires excellent judgment, knowledge of Bureau policy, and the ability to make proper decisions. Cleveland takes over the desk of Inspector Carl E. Hennrich (Branch Chief of Espionage-Central Research Branch) in his absence and has handled this work very satisfactorily. He makes prompt decisions, is thorough, and stands up well under pressure. His work has been very satisfactory. He has executive ability and is capable of further advancement in the Bureau.

Rating: Satisfactory.

ASSISTANT DIRECTOR TAMM:

Mr. Cleveland has been in his present position since September 1951. He is businesslike, alert and thoroughly familiar with the operations of the Division. He has no problems. He is available for any assignment.

NOT RECORDED

2-Mr
3-Rc

Domestic Intelligence Division Inspection
August 18, 1955
AHB:LL

SEP 13 1955

FD-185 (Rev. 12-13-56)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

WST the Jewel
mr Usher

Name of Employee: WILLIAM V. CLEVELAND

Where Assigned: Domestic Intelligence (Division) Front Office (Section, Unit)

Official Position Title: Supervisor GS-15

Rating Period: from April 1, 1957 to March 31, 1958

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials: WVC

Rated by: A V Belmont (Signature) Assistant Director (Title) 4/15/58 (Date)

Reviewed by: J P Mohr (Signature) Assistant Director (Title) APR 18 1958 (Date)

Rating Approved by: (Signature) (Title) (Date)

TYPE OF REPORT

(X) Official
(X) Annual

( ) Administrative
( ) 60-Day
( ) Transfer
( ) Separation from Service
( ) Special

67-134975-259

RECORDED 27 APR 1958

93

7 APR 30 1958

NARRATIVE COMMENTS.

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

APR 3 0 1958

FD-185 (Rev. 12-13-56)

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee WILLIAM V. CLEVELAND Title Supervisor

Rating Period: from 4/1/57 to 3/31/58

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

+ Outstanding (exceeding excellent and deserving of special commendation).
E Excellent.
✓ Satisfactory (good or very good).
− Unsatisfactory.
O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
   A. Any element rated "Unsatisfactory" must be supported by narrative comments.
   B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

+ (1) Personal appearance.
+ (2) Personality and effectiveness of his personal contacts.
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
+ (4) Physical fitness (including health, energy, stamina).
+ (5) Resourcefulness and ingenuity.
+ (6) Forcefulness and aggressiveness as required.
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
E (8) Initiative and the taking of appropriate action on own responsibility.
+ (9) Planning ability and its application to the work.
✓ (10) Accuracy and attention to pertinent detail.
+ (11) Industry, including energetic, consistent application to duties.
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
O (14) Technical or mechanical skills.
O (15) Investigative ability and results:
   ____ (a) Internal security cases
   ____ (b) Criminal or general investigative cases
   ____ (c) Fugitive cases
   ____ (d) Applicant cases
   ____ (e) Accounting cases
O (16) Physical surveillance ability.
✓ (17) Firearms ability.
O (18) Development of informants and sources of information.
+ (19) Reporting ability:
   O (a) Investigative reports
   O (b) Summary reports
   + (c) Memos, letters, wires
   (Consider: ____ conciseness; ____ clarity; ____ organization; ____ thoroughness; ____ accuracy; ____ adequacy and pertinency of leads; ____ administrative detail.)
O (20) Performance as a witness.
E (21) Executive ability:
   E (a) Leadership
   + (b) Ability to handle personnel
   + (c) Planning
   + (d) Making decisions
   + (e) Assignment of work
   + (f) Training subordinates
   + (g) Devising procedures
   + (h) Emotional stability
   + (i) Promoting high morale
   + (j) Getting results
O (22) Ability on raids and dangerous assignments:
   ____ (a) As leader
   ____ (b) As participant
+ (23) Organizational interest, such as making of suggestions for improvement.
+ (24) Ability to work under pressure.
____ (25) Miscellaneous. Specify and rate:
   E Dictation ability
   + Capability for additional responsibility

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Administrator - desk man

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): ~~Administrator - desk man - executive~~

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave during rating period than earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? [x] Yes [ ] No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS [signature]

WILLIAM V. CLEVELAND

PART I - GENERAL COMMENTS

During the entire rating period, Mr. Cleveland has served in the office of the Assistant Director of the Domestic Intelligence Division. In this assignment he handled a heavy volume of correspondence, memoranda, and documents flowing into and out of the Domestic Intelligence Division. For a considerable period of time he took over the duties of the Inspector in charge of the Espionage-Central Research Branch. In addition, he supervised the work of the clerical employees in the office, and handled a number of personnel matters specifically assigned to him by the Assistant Director.

Mr. Cleveland has consistently shown above-average judgment in the handling of these duties. Despite the heavy volume of mail, he has been able to reduce errors to a minimum. He has made worth-while and constructive suggestions for the benefit of the Division and the Bureau. His attitude is excellent and his approach enthusiastic. As one of his duties, Mr. Cleveland has handled many problems posed by the field, both in writing and telephonically. His wide experience and knowledge of Bureau policy have enabled him to arrive at prompt and correct decisions. Cleveland stands up well under pressure and is thoroughly loyal to the Bureau.

A memorandum in his file 2/19/58 reflects his excellent attitude in reporting for work despite extremely hazardous weather conditions.

I have taken into account the comments under item five, Part II, of this report in rating Mr. Cleveland as EXCELLENT.

Employee's Initials _____

WILLIAM V. CLEVELAND

PART II SPECIFIC COMMENTS

1. *Justification for any Minus Ratings Given* N.A.

2. *Experience and Ability as Inspector's Aide* N.A.

3. *Participation in Informant Programs* In a supervisory and review capacity, has shown excellent results.

4. *Testifying Experience and Ability* N.A.

5. *Disciplinary Action*

On 1/3/58 Mr. Cleveland was censured for failure to note nonsubstantive errors in material reviewed by him.

6. *Accounting Information* N.A.

7. *Police Instruction* N.A.

8. *Sound Training* N.A.

9. *Resident Agents* N.A.

10. *Foreign Language Ability* N.A.

11. *Current Suitability for Administrative Advancement*

Mr. Cleveland is available for any assignment and is interested in advancement. He has had previous experience as ASAC in the field and has the experience and ability to handle a field office. He feels that he is contributing to the Bureau here at the seat of government and would like to advance at the seat of government.

Employee's Initials

April 28, 1958

Mrs. William V. Cleveland
5813 Fifth Street, South
Arlington, Virginia

b6
b7C

Dear Mrs. Cleveland:

The outstanding success of last Thursday's Bridge Luncheon at the Kenwood Country Club in honor of [redacted] and [redacted] has been brought to my attention, and I did not want to let the occasion pass without expressing my deep thanks for your assistance which helped so much to insure a thoroughly enjoyable event.

Sincerely yours,

J. Edgar Hoover

APR 28 11 56 AM '58
REC'D-READING ROOM
F B I

MAILED 9
APR 28 1958
COMM-FBI

NOTE: Bridge Luncheon honoring [redacted]

b7D

b6
b7C

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

NOT RECORDED

JRH:mlw
(3)

MAIL ROOM

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: May 6, 1958

FROM : MR. W. V. CLEVELAND

SUBJECT: WILLIAM V. CLEVELAND
SPECIAL AGENT
DOMESTIC INTELLIGENCE DIVISION

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

At a meeting of the Alexandria District of the Methodist Church on the evening of May 5, 1958, the writer was elected Lay Leader of the Central Methodist Church, Arlington, Virginia, to represent that Church in the Alexandria District for the church year commencing June 1958.

The position was accepted by the writer with the clear understanding that it would not unduly interfere with his work at the Bureau and it is understood that it will not be possible for him to be present at all meetings and that the writer will be late arriving at other meetings.

ACTION:

For your information.

67-181 115-266
Searched
Nu
MAY 12 1958

WVC:mn
cc - Mr. Mohr
Mr. Belmont
(3)

SPC 5/7
Write letter of congratulation.

May 7, 1958

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Cleveland:

I have noted with interest your recent election as Lay Leader of the Central Methodist Church, Arlington, Virginia, and I want to extend my personal congratulations to you.

Your selection for this important post is a tribute to your dedication to Christian principles and the service of your church, and I hope that you will achieve every success in carrying out the duties of this office.

Sincerely yours,

J. Edgar Hoover

MAY 7 4 30 PM '58
REC'D-READING ROOM
F B I

MAILED 2
MAY 8 1958
COMM-FBI

NOTE: SA William V. Cleveland EOD 12-26-39, clerk; 7-6-42, SA, assigned Domestic Intelligence Division in GS-15.

67-139 77-2611
Searched
Numbered
MAY 12 1958
FEDERAL BUREAU OF INVESTIGATION

MLL:mrh
(3)

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

MAIL ROOM

208 (Rev. 2-20-57)
STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 4, 1958

FROM : A. H. BELMONT

cc--Mr. Boardman
cc--Mr. Belmont

SUBJECT: WILLIAM V. CLEVELAND - Special Agent
(Employee)
Front Office
Domestic Intelligence Division
(Division)

ILLNESSES

Nature of illness: *(Indicate extent of, description, and current condition under Remarks)*

☐ Accident ☐ Injury ☐ Disease ☐ Operation *(Date of surgery and postoperative condition must be indicated under Remarks)*

Date sick leave commenced	Date ceased active duty	Expected date of return to duty

Confined at: ☐ Hospital ☐ Residence

Address:

Remarks:

RECORDED - 139

67- 134 975- 263
Searched ____ Numbered ____
5 JUN 9 1958

DEATHS

☐ Father ☐ Mother ☐ Spouse ☒ Brother ☐ Sister ☐ Son ☐ Daughter ☐ Other

James Y. Cleveland
(Name of deceased)

(Relationship)

b6
b7C

Date and place of death

6/4/58 New York, New York

Remarks:

Employee requested annual leave until approximately June 10 which was granted. Until June 6 he may be reached in care of [redacted] or the New York Office. Thereafter he will be at his home address [redacted] Arlington, Virginia. Funeral services will be held at Arlington, Virginia, date not yet known.

JAS:LL

Div's Pers. note
Sent 6-6-58 mad

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: June 26, 1958

FROM : MR. W. V. CLEVELAND

SUBJECT: WILLIAM V. CLEVELAND
FRONT OFFICE
DOMESTIC INTELLIGENCE DIVISION
PHYSICAL EXAMINATION MATTERS
WEIGHT STANDARDS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

Rememo 6/12/58 from Assistant Director Mohr to other Assistant Directors, forwarding list of individuals in respective divisions who may be overweight.

This is to advise that the writer's weight and height were recorded by Coach Meyers in the Bureau gymnasium this morning (6/26) as 180 pounds - 5'8".

RECOMMENDATION:

That this be forwarded to the Administrative Division.

WVC:LL
(3)
1--Administrative Division (attention: Mr. Bannon)
1--Mr. Belmont

RECORDED - 115

67-134975-263

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

I certify that I have received the following Government property for official use:

11th St. Court Parking Space 73

FILE
3-M

RETURNED

Old Post Office Parking Permit, Space 73

PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) W. V. Cleveland

(Typed Signature) W. V. CLEVELAND

67-NOT RECORDED
9 JUL 9 1958

FD-281a (Rev. 2-20-56)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

6-10-58

I certify that I have received the following Government property for official use:
returned

U.S.D.J. Garage Parking Sticker, Space 16 Alt.

RETURNED

Parking Permit Space 16 Alt.

FILE
3-M
PER

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

INDEXED
RECORDED
12 JUN 24 1958
40

Very truly yours,

W. V. Cleveland

June 6, 1958

Mr. William V. Cleveland
[redacted]
Arlington, Virginia

b6
b7C

Dear Mr. Cleveland:

I wish to extend my heartfelt sympathy on the passing of your brother, and want you to know my thoughts are with you and your family. If I can assist you in any way, please do not hesitate to let me know.

Sincerely,
J. Edgar Hoover

1 - Mr. Belmont (Personal Attention)

MAD
(5)

COMM — FBI
JUN 6 1958
MAILED 26

JUN 6 2 31 PM '58
REC'D-READING ROOM
F B I

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
Clayton
Tele. Room
Holloman
Gandy

MAIL ROOM

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

1 - Belmont
1 - Roach
1 - Liaison Section
1 - Administrative Div.

TO : MR. BELMONT

DATE: October 22, 1958

FROM : R. R. ROACH

SUBJECT: WILLIAM V. CLEVELAND
LIAISON SECTION
ADMINISTRATIVE

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

This is to advise that Mr. William V. Cleveland reported to the Liaison Section on October 21, 1958, to assume responsibilities of No. One Man of the Section as previously approved.

67-134975-264
Indexed ____ Numbered ____
NOV 6 1958

ACTION:

None. For record purposes.

RRR:hmm
(5)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. L. EDWARDS

DATE: October 14, 1958

FROM : MR. A. H. BELMONT

cc Mr. Belmont
Mr. Edwards
Mr. Sizoo
Mr. Moore

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DOMESTIC INTELLIGENCE DIVISION/INSPECTION
Abolishment of Position Occupied by Supervisor
William V. Cleveland in Division Front Office

Reurmemo October 10, 1958, recommending that this Division make an analysis of the incoming and outgoing mail and make recommendations as to those incoming items which can be sent directly to Section Chiefs or screened by Front Office secretaries and recommendations as to those outgoing items which could be cleared by the Section Chiefs.

INCOMING MAIL

Your memorandum stated that three of the nine categories of mail sent to the Front Office of this Division by the Routing Unit could go directly to the appropriate Section Chief. These three categories were as follows: (1) Department of Justice mail regarding Domestic Intelligence Division cases; (2) certain airtels such as (a) communist infiltration of political organizations (b) communist infiltration of labor organizations and (c) Agents to testify in Federal Court pertaining to Domestic Intelligence cases; (3) airtel stops placed by any Supervisor, the original of which is presently checked to Mr. Belmont.

We will issue the necessary instructions to the Records Section to send the above three categories of mail direct to the appropriate Section Chief and ask that the Section Chiefs advise the Front Office of any matter which should be brought to my attention.

b6
b7C

All other incoming mail presently being sent to the Front Office of this Division will be screened by my Secretary, [redacted] and routed to the appropriate Section Chief, Branch Inspector or to me.

OUTGOING MAIL

The following categories of outgoing mail should be forwarded to the Front Office for approval:

1. Tesur and Misur requests for authorizations, discontinuances and justifications.

WVC:td:mtb
(5)

67-149000-2483
Searched
Indexed
Serialized
Filed
1958 NOV 21

THREE

2. All memoranda and letters to the White House and Senators, Congressmen, and Cabinet members.

3. Policy matters.

4. Personnel matters.

5. All yellow tag specials.

6. All proposed SAC letters, Bureau bulletins, manual and handbook changes, memos to all Bureau officials and supervisors.

7. All unusual or large payments to informants.

8. Matters reporting major developments of interest to Bureau cases.

9. All letters on blue letterhead.

10. Duplimat copies of Monographs.

11. Yellows of duplimats which require approval of Director, and yellows of duplimats of letters to field offices.

12. All outgoing teletypes, wires and cablegrams.

13. All correspondence to outside individuals in which we advise our files are confidential.

14. All mail to the Department except routine follow-up letters, letters transmitting reports and asking for prosecutive opinion, letters advising that subjects are being removed from the Security Index and other routine type letters of this nature.

15. All material which will go to Director.

16. Anything which good judgment indicates Mr. Tolson should see.

17. Airtels authorizing offices to send informants to meetings and authorizing payments of expenses in that connection, (necessary for control purposes).

18. Letters to field offices where they recommend a subject be removed from the Security Index and the Bureau disagrees.

MR. BELMONT TO MR. EDWARDS
DOMESTIC INTELL INSPECTION

19. Letters to State requesting investigation in foreign countries, which investigation has been requested by the Department for grand jury presentation.

20. Letters to field offices regarding smuggling of atomic bombs (SMAB).

21. Letters to field offices authorizing the reactivation of informants.

22. All personal attention letters to field offices.

23. Letters to outside agencies disseminating information on such organizations as the "Mothers' March on Washington."

24. Letters to field offices authorizing informants to tell their employers regarding their background and allowing them to tell the employer to contact the FBI for further information.

25. [redacted] b7D b7E

26. Airtels to field offices regarding the counterintelligence program authorizing distribution of material.

27. Letters to field offices authorizing Agents to proceed to a foreign country for interviews.

28. Letters to State regarding FBI personnel assigned abroad.

29. Airtels to field offices authorizing informants to pass information to principals, it having been cleared by USEB.

30. Anything which good judgment indicates the front office of this division should see.

MR. BELMONT TO MR. EDWARDS
DOMESTIC INTELL INSPECTION

It is recommended that all other mail, which is presently handle in the Front Office, be initialled by the Section Chief directly to the Reading Room or Mail Room. Samples are listed as follows:

1. Letters to the Department of a routine nature, such as:
   a) enclosure to letter from Department not received and a letter is written back asking that the enclosure be forwarded.
   b) letters transmitting copies of reports and asking for a prosecutive opinion.
   c) letters advising the Department that subjects are being removed from the Security Index since they no longer fit the criteria, etc.

2. Letterhead memoranda prepared under code names for transmittal Via Liaison to the USEB to obtain clearance of data for our informants to pass to their principals. (These should be routed by the Section Chief directly to the Liaison Section.)

3. Letters to field offices either agreeing or disagreeing as to whether a person should be placed on the Security Index or removed from the Security Index. (Exception - Where the field recommends a subject be removed from the Security Index and the Bureau disagrees, the letter should come through the front office.)

4. Copies of letters from the field being returned stamped "Approved" setting forth 8 or 10 points required to interview or reinterview security subjects as potential PSIs or double agents.

5. Letters to field offices regarding the need for additional informants in various fields.

6. Letters to the field transmitting Departmental instructions regarding investigations.

7. Copies of incoming letters from the field which are being returned to the field stamped "Approved" setting forth 14 points justifying continuing payments to informants. (Exception - All unusual and large payments being authorized should be approved by the front office.)

b7D

7a. Routine letters to [redacted] such as negative name checks, letters requesting that he exhibit photographs for identification purposes, etc.

8. Letters to field offices - cc to Administrative Division - setting forth errors in reports and asking for explanations and recommendations for administrative action.

9. Letters to field offices authorizing original contacts and continued contacts with potential security informants.

10. Letters to outside agencies asking if documents can be declassified for prosecutive purposes.

11. Letters to field offices turning down requests for technical surveillances. b7D

12. [redacted]

13. Letters to State with copies to [redacted] setting forth information regarding foreign travel of Security Matter - S subjects where no investigation is being requested but reports are transmitted and all are asked to advise of any information coming to their attention regarding the subject.

14. Letters to field offices authorizing them to contact informants less frequently than the required every two weeks in special circumstances.

15. Letters to State furnishing itinerary and additional information regarding foreign travel of Internal Security - R subjects.

16. Letters to military agencies where they desire to investigate a member of the reserve - we check files and in the absence of some special reason tell them to go ahead with the investigation and let us know the outcome.

17. Letters to [redacted] setting forth the results of the check of Bureau files regarding one of their subjects in a foreign country.

18. Letters to State requesting information as to the type of visa issued a particular subject.

19. Letters to intelligence agencies asking if portions of reports can be downgraded from top secret to secret or confidential.

20. Letters to intelligence agencies transmitting reports regarding the Young Socialist League or similar organizations.

21. Copies of letters from field offices stamped "Approved" being returned to the field authorizing them to interview Security Matter - Fraud Against the Government subjects under oath.

22. Letters to Coast Guard setting forth the availability of witnesses in security matter cases.

23. Letters to State transmitting information [redacted]. b7D

24. Letters to State disseminating information regarding the Cuban situation and like matters.

25. Letters to outside individuals (except where they are told our files are confidential).

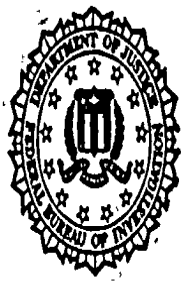
The above-listed categories which it is contemplated the Chiefs will now initial directly to the Mail Room or Reading Room are not a complete list of all the items that have been coming to the front office for initialling. This list does represent a sampling of the mail coming to the front office from the sections on October 13 and 14, 1958.

It will be emphasized to all Section Chiefs that because a particular category of mail is listed above as being of the type that they can initial to the Reading Room or Mail Room they must constantly be alert to forward to the front office any item where good judgment would indicate that it should be seen by the Director, Mr. Tolson, or this office.

RECOMMENDATION:

If approved, appropriate changes will be made in the Supervisor's Manual and the new system for handling incoming and outgoing mail coming to the front office of this division will be placed into effect promptly.

FD-253 (Rev. 8-7-57)



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA WILLIAM V. CLEVELAND
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of $10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of $10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	Relationship	Date
[redacted] CLEVELAND	WIFE	11-6-58

Address [redacted] ARLINGTON, VA.

b6
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing $1500 death benefit to beneficiary of agents killed in the line of duty.

Name	Relationship	Date
[redacted] CLEVELAND	WIFE	11-6-58

Address [redacted] ARLINGTON, VA.

Very truly yours,

W. V. Cleveland
Special Agent

NOV 6 1958

44

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

JUN 27 1958

I certify that I have received the following Government property for official use:
~~returned~~

FBI Identification Card #S-07533 ✓

FILE
3-M
PER ps

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

67-NOT RECORDED
8 JUL 1958

Very truly yours,

(Written Signature) W V Cleveland

(Typed Signature) William V. Cleveland

FD-185 (Rev. 6-20-57)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Visitor - see Supervisor

REPORT OF PERFORMANCE RATING

Name of Employee: William V. Cleveland

Where Assigned: Domestic Intelligence (Division) Liaison (Section, Unit)

Official Position Title: Special Agent, GS-15, $13,670

Rating Period: from 4/1/58 to 3/31/59

ADJECTIVE RATING: Excellent
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

	Signature	Title	Date
Rated by:	R R Rose	Section Chief	3/31/59
Reviewed by:	C S Belmont	Assistant Director	4/1/59
Rating Approved by:	J P Mohr	Assistant Director	APR 3 1959

TYPE OF REPORT

RECORDED - 131

(x) Official
(x) Annual

67-124175-265
Searched ____ Numbered ____
APR 2 1959

Administrative
( ) 60-Day
( ) 90-Day
( ) Transfer
( ) Separation from Service
( ) Special

APR 7 1959 130

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION.
UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

FD-185a (Rev. 12-13-56)

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee *William V. Cleveland* Title *Special Agent*

Rating Period: from *4/1/58* to *3/31/59*

RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- __+__ Outstanding (exceeding excellent and deserving of special commendation).
- __E__ Excellent.
- __✓__ Satisfactory (good or very good).
- __–__ Unsatisfactory.
- __O__ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
   - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
   - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

__+__ (1) Personal appearance.
__+__ (2) Personality and effectiveness of his personal contacts.
__+__ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).
__E__ (4) Physical fitness (including health, energy, stamina).
__+__ (5) Resourcefulness and ingenuity.
__+__ (6) Forcefulness and aggressiveness as required.
__+__ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
__+__ (8) Initiative and the taking of appropriate action on own responsibility.
__+__ (9) Planning ability and its application to the work.
__E__ (10) Accuracy and attention to pertinent detail.
__+__ (11) Industry, including energetic, consistent application to duties.
__+__ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.
__E__ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
__O__ (14) Technical or mechanical skills.
__O__ (15) Investigative ability and results:
- ____ (a) Internal security cases
- ____ (b) Criminal or general investigative cases
- ____ (c) Fugitive cases
- ____ (d) Applicant cases
- ____ (e) Accounting cases

__O__ (16) Physical surveillance ability.
__✓__ (17) Firearms ability.
__O__ (18) Development of informants and sources of information.
__+__ (19) Reporting ability:
- __O__ (a) Investigative reports
- __O__ (b) Summary reports
- __+__ (c) Memos, letters, wires

(Consider: ____ conciseness; ____ clarity; ____ organization; ____ thoroughness; ____ accuracy; ____ adequacy and pertinency of leads; ____ administrative detail.)

__O__ (20) Performance as a witness.
__E__ (21) Executive ability:
- __E__ (a) Leadership
- __+__ (b) Ability to handle personnel
- __+__ (c) Planning
- __+__ (d) Making decisions
- __+__ (e) Assignment of work
- __+__ (f) Training subordinates
- __+__ (g) Devising procedures
- __+__ (h) Emotional stability
- __E__ (i) Promoting high morale
- __+__ (j) Getting results

__O__ (22) Ability on raids and dangerous assignments:
- ____ (a) As leader
- ____ (b) As participant

__+__ (23) Organizational interest, such as making of suggestions for improvement.
__+__ (24) Ability to work under pressure.
____ (25) Miscellaneous. Specify and rate:
- __E__ Dictation ability
- __+__ Administrative Capability
- ____

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): *Assistant to Assistant Director of the Domestic Intelligence Division; Number One Man to Section Chief of Liaison Section, DID, directly responsible for supervision of Foreign Liaison Unit of Liaison Section.*

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): *Administrator*

C. (1) Is employee available for general assignment wherever needs of service require? *yes* (If answer is not "yes," explain in narrative comments)
(2) Is employee available for special assignment wherever needs of service require? *yes* (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? *no* 2. Has employee used more sick leave during rating period than earned during such period? *no* (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? [ ] Yes [ ] No
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: *Excellent* EMPLOYEE'S INITIALS *WVC*

Outstanding, Excellent, Satisfactory, Unsatisfactory

March 31, 1959

ANNUAL PERFORMANCE RATING

RE: WILLIAM V. CLEVELAND

PART I - GENERAL COMMENTS

Special Agent Cleveland presents a very clean-cut, well-groomed, and mature appearance. He has an excellent personality, which enables him to effectively handle his relations with other Bureau employees with whom he comes in contact and those he supervises. He is intelligent, aggressive, and a very loyal employee. At the beginning of the rating period and until October 21, 1958, he was assigned as Assistant to the Assistant Director of the Domestic Intelligence Division. In this assignment, he exercised above average judgment and ability. His work required the handling of a heavy volume of correspondence and material flowing into and out of the Division. In this assignment, Mr. Cleveland was called upon to relieve upon the desk of the Inspector in Charge of the Espionage-Central Research Branch. He also handled certain personnel matters assigned to him by the Assistant Director and had direct supervision over the clerical employees in the Assistant Director's Office. All of these duties he handled in an excellent manner.

Since October 21, 1958, Mr. Cleveland has been assigned as Number One Man to the Section Chief of the Liaison Section, Domestic Intelligence Division. He assists not only in the administrative running of the Section, but also has direct supervisory responsibility for the Foreign Liaison Unit. In his present assignment he takes an active part in the numerous and varied administrative operations of the Section, both domestic and foreign. He has taken a vigorous and alert approach to his new assignment and is doing an excellent job. His wide experience both in the field and at the Seat of Government gives him a good insight into the Bureau's policies, practices, and procedures, which he has used to great advantage in his new assignment. He is completely available for any assignment the Bureau desires to give him. There are no disqualifying conditions existing which would preclude Mr. Cleveland from serving in any special-or general-type assignment.

Initialed: WVC

RE: WILLIAM V. CLEVELAND

PART II - SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

N. A.

2. Experience and Ability as Inspector's aide

Mr. Cleveland is a qualified Inspector's aide but his services as such have not been utilized during the rating period.

3. Participation in Informant Programs - Although Mr. Cleveland is not called upon to participate in informant programs as such, he does from the supervisory viewpoint exercise considerable judgment and control in this phase of the Bureau's work. He has shown excellent results to date.

4. Testifying Experience and Ability

N. A.

5. Disciplinary Action

N. A.

6. Accounting Information

N. A.

7. Police Instruction - While assigned to the field, Mr. Cleveland did serve as police instructor. However, during the rating period his services as such have not been utilized.

8. Sound Training

N. A.

Initialed:

RE: WILLIAM V. CLEVELAND

PART II - SPECIFIC COMMENTS (Continued)

9. Resident Agents

N.A.

10. Foreign Language Ability

N.A.

11. Administrative Advancement

a) Agent is interested in administrative advancement - Yes [x] No [ ]

b) Agent is completely available for administrative advancement - Yes [x] No [ ]

c) Agent is considered completely qualified at present for administrative advancement including experience, ability, personality and appearance - Yes [x] No [ ]

d) Agent has potential for future administrative advancement - Yes [ ] No [ ]

Mr. Cleveland has had considerable field and Seat of Government experience. He has a thorough knowledge of the Bureau's policies, practices, and procedures, He has served as an Assistant Special Agent in Charge and has had considerable administrative work at the Seat of Government.

Initialed:

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

2-17-59

I certify that I have received the following Government property for official use:
~~returned~~

Manual of Instructions #67

Manual of Rules and Regulations #101

FILE
3-M
PER da

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William V. Cleveland

(Typed Signature) William V. Cleveland

14

MENT PRINTING OFFICE: 1952 - 99737

1. Agency and organizational designations	2. Pay roll	3. Block No.	4. Slip No.
F.B.I., U.S. Dept. of Justice			

5. Employee's name (and social security account number when appropriate)	6. Grade and salary
07533 MR. WILLIAM V. CLEVELAND SA	GS 15 $13,670

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks:

11. Appropriation(s): NOT INCLUDED

Charge

12. Prepared by

13. Audited by

[X] Periodic step-increase [ ] Pay adjustment [ ] Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
2-22-59	8-25-57	$13,370	$13,670 ~~$XXXX~~	J. E. Hoover (Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Period(s):

[X] No excess LWOP. Total excess LWOP

(Check applicable box in case of excess LWOP)

[ ] In pay status at end of waiting period.

[ ] In LWOP status at end of waiting period. HA/kfv Initials of Clerk

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

20 FEB 1959

PAY ROLL CHANGE SLIP—PERSONNEL COPY

3/10

NAME: WILLIAM V. CLEVELAND

TITLE: SUPERVISOR

PAYROLL #7533

GRADE GS-15, $13,370

Nonveteran

NOT ON PROBATION

ASSISTANT DIRECTOR A. H. BELMONT:

Mr. Cleveland has been assigned to the Domestic Intelligence Division since September, 1951, in the capacity of assistant to the Assistant Director, in the Front Office. In this assignment he handles a heavy volume of correspondence, memoranda, and documents flowing into and out of the Domestic Intelligence Division.

He has constantly shown above average judgment in the handling of these duties. He has made worthwhile and constructive suggestions for the benefit of the Bureau. He has substituted for considerable periods of time on the desk of the inspector in charge of the Espionage-Central Research Branch, and has handled this work very capably. He has shown above average judgment and knowledge of Bureau policy, and has the ability to arrive at correct and prompt decisions. In this respect he has handled a considerable volume of telephonic inquiries from the field. He is thoroughly loyal to the Bureau, is enthusiastic, and has an excellent attitude. He is capable of further advancement.

RATING: EXCELLENT

INSPECTOR H. L. EDWARDS: HLE:jlj

Inspector in Charge had a lengthy interview with Mr. Cleveland in connection with an intensive inquiry into the essentiality of the Division's Front Office functions, which Mr. Cleveland had occupied for seven years, and which was abolished during the inspection and Mr. Cleveland was reassigned to the then vacant position of Number One Man to the Chief of the Liaison Section. This interview furnished an excellent opportunity to analyze Mr. Cleveland's qualifications. The Inspector agrees with the appraisal of Mr. Belmont. Mr. Cleveland has had excellent field as well as administrative experience at the Seat of Government. He is intelligent, alert, has an excellent personality and should have no difficulty whatever in supervising personnel effectively. He has been alerted to the weaknesses and the imperative necessity of strengthening the administrative devices and controls

DOMESTIC INTELLIGENCE DIVISION INSPECTION
9/3/58
AHB:CSH (6)

87-NOT RECORDED
4 DEC 30 1958

149

governing the Foreign Liaison Unit. Since his reassignment to this unit in the Liaison Section, he has been thus orienting himself so as to immediately get all operations into sound condition. I have no doubt of his capacity for performing effectively in this assignment and I believe Mr. Cleveland possesses considerable potential for further advancement in the Bureau.

December 24, 1958

PERSONAL

Dear Mr. Cleveland:

I note that Friday you will be celebrating your Nineteenth Anniversary with the Federal Bureau of Investigation and I want to extend my heartiest congratulations to you on this occasion. I am ever cognizant that the over-all accomplishments of the Bureau stem in no small part from the dedicated efforts of its loyal employees, and you have my appreciation for the devoted service rendered by you over the years. I do hope you will continue your career in the Bureau for many more years.

Sincerely,

J. Edgar Hoover

Mr. William V. Cleveland
Federal Bureau of Investigation
Washington, D. C.

SENT FROM D. O.
TIME 8:50 AM
DATE 12-23-58
BY PS

JEH:edm (3)
edm

61

RECORDED
DEC 1958

Tolson
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Anniversary Friday, December 26

MAIL ROOM ☐ TELETYPE UNIT ☐

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 10/10/58

FROM : H. L. EDWARDS

William V. Cleveland

SUBJECT: DOMESTIC INTELLIGENCE DIVISION ~~INSPECTION~~
Abolishment of Position Occupied by Supervisor
William V. Cleveland in Division Front Office
SYNOPSIZED SUMMARY - Detailed Memo Attached

Inspector Edwards analyzed position occupied by Supervisor William V. Cleveland, GS 15 in Mr. Belmont's Front Office and recommends abolishing position as no longer justified for reasons of economy and streamlining. Cleveland's position established 10/23/51 when Domestic Intelligence Division had 165 agents and 4 major units (now called sections). Today agent strength approximates 125 and division has 7 major sections, each headed by Section Chief (1 GS-14, 5 GS-15, 1 Inspector GS-16). (See assignment charts A and B attached.) Mr. Belmont is GS-18 in Front Office. He has Inspector Moore and Inspector-#1 Man Sizoo, both GS-16, who serve as Branch Chiefs over the operating sections. Supervisor Cleveland, also assigned to Front Office, has no operational responsibilities for any sections and duties involve screening and processing incoming and outgoing mail (60-70% of time on outgoing signature mail and 30-40% on incoming mail.) Also, has miscellaneous duties (not more than 5-10% of the time), such as divisional coordination of budget material, error programs, conducting miscellaneous surveys, following items on Director's tickler list and administering parking space assignments. The Front Office also has secretaries for Belmont, Sizoo and Moore, grades GS 9, 8, 7, respectively.

Inspector's survey reflected Cleveland reviews 85 pieces outgoing mail daily; clears 59 pieces daily (69%) directly to Reading Room or Mail Room without further review by Branch Chiefs or Mr. Belmont. Although, Mr. Belmont contends Cleveland's screening provides essential Front Office control and uniformity on signature mail, Inspector feels it is nonessential, expensive, "reading" operation and if mail not important enough for Branch Chiefs or Belmont to see, Section Chiefs should be able to clear same to Reading Room or Mail Room and thus relieve Front Office of unnecessary handling. Such would carry out Director's expressed desire to place primary responsibility where it properly belongs, provided Belmont and staff make regular frequent spot checks. Similarly, Cleveland screening of incoming mail acts as "crutch" for Section Chiefs who have primary responsibility for the action represented thereby and should be held responsible for initial screening to determine necessary action and whether item should be called to attention of higher officials. Volume of incoming mail first routed to Front Office should be cut to minimum to eliminate delays and speed handling by getting mail to section for action faster. Any mail which must come first to Front Office should initially be screened by high-grade secretaries to determine important and urgent matters requiring personal review by Front Office officials. Cleveland's miscellaneous duties are illogical for one having no supervisory responsibility over operating sections and should be coordinated by #1 Man Sizoo

FILE: jlj (6)

40

67-149000-7481

Searched

NOV 21 1958

INDEXED

with clerical details delegated to high-grade secretaries.

CONCLUSIONS:

Cleveland is fully occupied, performing satisfactorily. Only issue involved is that his position is illogical in administrative structure because he has no assigned supervision of sections in division, is subordinate in chain of command to Branch Chiefs Sizoo and Moore yet performs bulk of Front Office review and approval of outgoing signature mail and screens most of incoming action mail. Since division now has 40 less agents and well-defined breakdown of operations under 7 high-grade Section Chiefs coordinated by 2 GS-16 Inspector's, Cleveland's position is unjustified administrative expense, should be abolished by reassigning any essential Front Office functions to Branch Chiefs and secretaries, and division should analyze all outgoing signature mail and submit recommendations for having as much as possible cleared at Section Chief level with provisions for regular, sufficiently frequent spot checks by Branch Chiefs and Assistant Director; similar analysis to be made of incoming action mail to provide for maximum direct routing to Section Chiefs and remainder to be initially screened by Front Office secretaries.

Cleveland's broad experience and administrative abilities can be effectively used by division by assigning him to vacant #1 Man position to GS 15 Section Chief Ralph Roach, Liaison Section, replacing Norman Philcox, transferred to Paris. Cleveland's retention in GS 15 justified by giving him additional primary responsibility for guiding foreign liaison operations which has responsibility for Bureau's 10 foreign offices, thus materially strengthening Seat of Government control which is needed in view of unique problems and remoteness of these offices from headquarters. Although Belmont opposes abolishing Cleveland's position, he would favor this reassignment of Cleveland if abolishment approved.

RECOMMENDATIONS:

1. That the position of Supervisor in the Front Office of the Domestic Intelligence Division now occupied by William V. Cleveland be abolished.

(over)

2. That the Domestic Intelligence Division make an analysis of the incoming and outgoing mail now going through the Front Office and make recommendations as to those incoming items which can be sent directly to the section chiefs or screened by the Front Office secretaries, and recommendations as to those outgoing items which could be cleared by the Section Chiefs.

Agree
1511

I concur.

3. That Supervisor Cleveland be designated #1 Man to the Section Chief of the Liaison Section Ralph Roach at no change in grade or salary. Cleveland should serve as full-time #1 Man and also have primary responsibility for directing and guiding Seat of Government control over the administration and operation of Bureau's 10 foreign offices, thus strengthening them.

Agree
1511

I concur.

PERMANENT BRIEF OF THE PERSONNEL FILE OF WILLIAM V. CLEVELAND ATTACHED.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: 10/8/58

FROM : H. L. EDWARDS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: DOMESTIC INTELLIGENCE DIVISION INSPECTION
Abolishment of Position Occupied by Supervisor
William V. Cleveland in Division Front Office

DETAILED MEMO (See separate synopsis)

During the current Domestic Intelligence Division Inspection, a careful analysis was made by the Inspector of the necessity for the Special Agent Supervisory position in Mr. Belmont's Front Office which has been in existence since 10/23/51 and occupied by Special Agent William V. Cleveland, GS 15. The Inspector's findings were furnished in an administrative memorandum (attached) to Mr. Belmont in which the Inspector recommended the abolishment of this position as being no longer justified in the light of the findings and as not being in the best interests of the present emphasis on tightening up, maximum economy and streamlining. Mr. Belmont took no issue with the Inspector's findings of fact but he disagreed with the abolishment of the position contending that Mr. Cleveland "is acting as a screen for Belmont and, in effect, is Belmont's alter ego on matters handled by him." (Belmont here is referring primarily to the fact that Cleveland spends 60 to 70% of his time processing signature mail from the various sections of the Domestic Intelligence Division, of which quantity he clears approximately 69% directly to the Reading Room and Mail Room which means such mail thus receives final approval for leaving the Bureau without any subsequent review and the Inspector made the observation that if Cleveland can do this when he does not have any supervisory responsibility over any of the 6 sections in the Domestic Intelligence Division, it would appear logical that such mail could have been cleared at the Section Chief level without even coming to the Front Office.) It is to be noted that Cleveland is not a #1 Man to Mr. Belmont. Mr. Belmont has in his Front Office 2 GS-16 Inspectors (Inspector J. A. Sizoo who is the #1 Man and is in charge of the Internal Security - Liaison Branch comprising 3 sections (Internal Security, Subversive Control and Liaison); and Inspector D. E. Moore who is in charge of the Espionage - Central Research Branch also comprising 3 sections (Espionage, Nationalities Intelligence and Central Research)). The purpose of this memorandum is to summarize the Inspector's analysis of the duties performed by Mr. Cleveland, also to set forth Mr. Belmont's observations and to present this matter for final decision by the Bureau.

BACKGROUND: Domestic Intelligence Div. Inspection

Mr. Cleveland's position was established by memorandum from Mr. Tolson to the Director 10/23/51 in which the Director approved Mr. Cleveland "as #1 Man to Mr. Belmont to act in the same capacity as Special Agent Supervisor George Scatterday in Mr. Ladd's Office." Mr. Scatterday at that time was primarily a reviewer of mail

HLE:jtj
(6)

RECORDED - 147 INDEXED - 147

ENCLOSURE

Enclosures (adm. memo detached to be kept with Inspection papers)

67-147000-2480

Search Slip Number

NOV 21 1958

THRU

whose position was abolished in July, 1958, by the Director when he abolished Mr. Boardman's Office (Mr. Scatterday, who was in GS 15, was reassigned to the Domestic Intelligence Division and has just recently been approved by the Director, as result of the Inspector's recommendation, to serve as Section Chief of the newly established Name Check Section in the Domestic Intelligence Division which resulted from the consolidation of the Special Memo Unit formerly under the Liaison Section of the Domestic Intelligence Division and the Name Check Unit of the Investigative Division). It was never intended that Mr. Cleveland would be a #1 Man to the Assistant Director in the sense of acting in his absence and to avoid any confusion, the organizational chart (attached) shows Mr. Cleveland as "Supervisor" and subordinate to the 2 GS-16 Inspectors in Mr. Belmont's Front Office. As the Inspector's findings indicate, however, by the duties and responsibilities which Mr. Cleveland is performing in processing outgoing signature mail, screening incoming nonsignature mail and coordinating other matters for the Assistant Director, he is, in effect, discharging a function which more properly should be handled by the 2 GS-16 Inspectors to the extent that such activities cannot be placed upon the Section Chiefs, or in some cases on the GS-7, GS-8 and GS-9 Front Office secretarial personnel.

DUTIES OF SUPERVISOR CLEVELAND:

Mr. Cleveland's duties are as follows:

A. Reviewing and processing outgoing signature (i.e., dictated) mail. This accounts for 60 to 70% of his time. He averages 85 pieces of mail daily, of which he gives final approval to 59 pieces (69%) sending them to the Reading Room or Mail Room for final clearance from Bureau. Of the remaining 26 pieces daily, he initials 19 pieces to Branch Chiefs Sizoo and Moore for their further divisional review and approval; and the remaining 6 pieces to Mr. Belmont for his further review and initialing (during the 8-day period of the mail count, Mr. Cleveland initialed 4 pieces or an average of 1/2 piece per day directly to Mr. Tolson's Office).

B. Reviewing, screening, and/or processing daily incoming nonsignature (i.e., mail on which action has already been taken or remains to be taken) mail. This requires from 30 to 40% of his normal day. Based on a mail count, Mr. Cleveland screens approximately 219 pieces of incoming mail daily (representing 75% of the daily total for the Front Office). He either takes final action on the mail such as initialing same for file or he routes it to the Assistant Director, Inspectors Sizoo or Moore, or the Section Chiefs and their further review and/or action. The incoming nonsignature mail, which first comes to the Front Office, includes 9 categories of mail which the Routing Unit of the Records Branch is instructed to send to the Front Office in addition

to memoranda coming back to the division for final initialing after all action has been taken, interdivisional items (e.g., ticklers of memos prepared in other divisions and sent to the Domestic Intelligence Division for information, etc.), magazines, newspaper clippings, other periodicals, certain mail checked to the Assistant Director by the Director or Mr. Tolson, etc.

C. The remainder of Mr. Cleveland's duties (not exceeding from 5 to 10% of his time) consists of the following: (1) Relief on Branch Chief Moore's desk; (2) Handling telephone calls from the field in the absence of Front Office officials or when the volume is heavy, also telephone inquiries from other divisions, such as those from Training and Inspection Division regarding In-Service curriculum, press inquiries concerning security matters and miscellaneous administrative matters; (3) Discussing matters before conferences of Section Chiefs held by Mr. Belmont, (These are for the purpose of refreshing Section Chiefs on something which should be done or giving them uniform instructions on matters. Inspectors Sizoo and Moore also bring such matters up but Cleveland states he feels Mr. Belmont gives him the bulk of these assignments for the Front Office rather than having them handled by #1 Man Sizoo or Inspector Moore); (4) Indoctrination of Night Agent Supervisors, (the Front Office of the Division has an Agent Supervisor serving on a 2-week rotating basis on the 4:00 p.m. to Midnight shift and Mr. Cleveland sees that the manual for their guidance is kept up to date and adequate); (5) Miscellaneous duties including coordinating reports for inclusion in monthly accomplishment report to the Attorney General, coordinating budget material for the division, conducting miscellaneous surveys for the division concerning steno production, space, and monthly surveys of Bureau procedures under the Executive Order pertaining to classification of documents (E.O. Number 10501); coordination of the weekly, monthly and other error programs concerned with errors in outgoing mail; following items for the division which are on the Director's tickler list and coordinating contacts with Mr. Holloman regarding same; administering the Great Plaza parking space assignments which is negligible and pertains to keeping track of such parking spaces allocated to the division and reassigning them in case of transfer or separation of the incumbent.

FINDINGS AND OBSERVATIONS OF THE INSPECTOR:

It will be seen that Mr. Cleveland's duties are, in effect, a service for the Front Office of the division. The 69% of the outgoing signature mail which he gives final clearance to need not be reviewed further by Inspectors Moore, #1 Man Sizoo or Assistant Director Belmont. The remaining 31% which he decides should receive further review by one of these 3 officials receives the benefit of a prior review and initialing by Mr. Cleveland. Since this function alone takes from 60 to 70% of Mr. Cleveland's working day, it should be thoroughly justified as being absolutely essential to the efficient functioning of the division. To the contrary, the Inspector feels that it cannot be justified

as essential. If this mail is important enough to come to the Front Office in the first place, the Inspector feels it should have the benefit of a review by one of the 2 GS-16 Inspectors who have supervisory responsibility over the sections which prepared the mail, or by the Assistant Director, depending on the importance of it. Since the bulk of this mail (69% or 59 pieces per day) is cleared to the Reading Room or Mail Room, it could, for the most part, be cut off at the Section Chief level. Section Chiefs are in Grade GS 15 (same grade as Mr. Cleveland) and in the interests of streamlining, keeping the Front Office from being bogged down by unnecessary nonpolicy mail, and placing responsibility for insuring the completeness and correctness of this mail on the Section Chief where it properly belongs, it is felt the division should require the Section Chiefs to assume this responsibility. This would relieve Inspectors Sizoo and Moore and Mr. Belmont of a bulk of detail with the understanding that they should make regular spot checks at sufficiently frequent intervals to insure Section Chiefs are properly discharging this responsibility (Mr. Belmont states that the bulk of the mail at present is cut off at the Section level and the 85 pieces which daily come to his office for Cleveland's review comprise items required by Bureau rules to go through Mr. Tolson's Office or items which are believed to require scrutiny above the level of the Section Chief, which latter function Mr. Cleveland performs by applying broad Bureau policy and thus handling them uniformly and coordinating the mail on a division basis. Once mail has left the Bureau, it would be too late to stop the action or to change it).

Mr. Cleveland's duties in screening and processing the nonsignature mail make up practically the remainder of his regular working day and take from 30 to 40% of his time. The Inspector concedes incoming nonsignature mail serves an initial purpose in helping the Front Office keep informed and thereby aids the executive direction and control of the operating sections; however, the volume of such incoming action mail should be kept to a minimum in order to avoid any delays or circuitous routing in having such mail promptly reach the sections where the action must be taken. Here again, the Inspector feels Section Chiefs should be required, wherever possible, to assume primary responsibility for screening the bulk of incoming mail for their respective sections and determining those items which warrant immediate notification to someone in the Front Office or higher up. If the Front Office relieves them of this responsibility by first reviewing and screening the mail, such action, in effect, serves as a "crutch" to the Section Chief and would result in failing to place primary responsibility where it properly belongs and at the same time would tend to bog down the Front Office with unnecessary detail. Even if some of the incoming mail should first go to the Front Office, there is no reason why it could not be screened by one of the GS-7, GS-8 or GS-9 secretaries to the Inspectors and Assistant Director. The secretary could immediately send to the Section Chiefs mail for action where no reason exists for the Front Office official to review it; see that the proper Front Office official promptly receives that which should be first seen by him; and the remainder which needs no action except initialing for the file, could be cleared out of the division by the secretary. This is certainly a function which is performed by such personnel in the office of the Director and Associate Director and the grades of such secretaries require that they regularly

assume the responsibilities of at least this level, and extensive experience and close-working relationship with the Front Office officials should provide ample guarantee of their competence to relieve the higher grade officials of this mail screening responsibility. (Mr. Belmont feels the division would sustain a "loss of direction and control if some of the incoming mail categories were sent directly to the Section Chiefs. He states the Front Office has a more current and wide-spread knowledge of Bureau problems as a whole than the Section Chiefs; that the Front Office can give direction and guidance by first seeing potentially delicate matters rather than waiting for a problem to be called to its attention by the Section Chief; that having Front Office secretaries screen memoranda which come back for final initialing, as well as interdivisional items, would deprive the Front Office officials from knowing whether the action has been approved, whether there has been any change in the action, which items in the memorandum are considered of more significance than others and whether the memorandum is being routed to all sections having an interest. He feels this is a supervisory rather than a clerical function to handle such. The only items he concedes could be screened by the GS-7, GS-8 and GS-9 secretaries are magazines and periodicals (which merely need to be checked, for the most part, to Inspector Sullivan's Section for review.) Concerning the remainder of Mr. Cleveland's duties (at the most 5 to 10%), the Inspector feels these could and should, for the most part, be handled by #1 Man Sizoo, Inspector Moore, or one of the Front Office high-grade secretaries. The only exception would be the necessity of an approved relief supervisor for the desks of Inspectors Moore and Sizoo, which Inspector Edwards feels should be handled by someone from one of the operating sections as a part of executive training and advancement for the Section Chiefs and that the division should obtain prior approval for a regular "chain of command" to insure selecting the best qualified and most logical man for this assignment; provided, however, that the use of relief men in the Front Office should be kept to a minimum and, wherever possible, temporary absences should be absorbed by remaining personnel. (Mr. Belmont agrees that relief men should be called to the Front Office only when absolutely necessary. He is reluctant to take a Section Chief off his operational desk except where necessary. He feels Mr. Cleveland is the best qualified relief because of his broad knowledge of division policy and can best relieve Moore because he works in the same office, which he feels keeps him in close contact with the activities of the 3 sections Moore supervises.) Mr. Belmont agrees the incoming telephone calls from the field should be handled by himself or the 2 Front Office Inspectors and claims Cleveland takes them only when it is not possible for the other 3 Front Office officials to do so. He sees no problem in following the Inspector's suggestion to have the #1 Man bring up divisional problems at the Section Chiefs' Conference, as well as having him assume responsibility for indoctrinating the Night Agent Supervisor. Concerning the remaining miscellaneous duties, Mr. Belmont states the clerical portion of these is now being performed by the Front Office secretaries and Cleveland only does what the Assistant Director would otherwise have to do. The Inspector feels that the #1 Man to

Mr. Belmont rather than Mr. Cleveland should act for Mr. Belmont on these division-wide coordinating matters.

CONCLUSION:

There is no question concerning the fact that Mr. Cleveland has been fully occupied and has been performing in a completely satisfactory manner evidencing an excellent attitude. The sole issue is one of logical, proper administrative organization plus streamlining and economy. From these standpoints the facts clearly indicate that Mr. Cleveland's position is decidedly unorthodox in the administrative structure because he has no assigned supervisory responsibility for any of the 6 sections in the Domestic Intelligence Division. He is subordinate in the chain of command to Inspectors Sizoo and Moore yet performs the bulk of the Front Office review and approval of outgoing signature mail emanating from all except the Liaison Section (Liaison mail is handled by Inspector Sizoo without going through Cleveland which Mr. Belmont states is because most of it must go through the Branch Chief as well as the Assistant Director, hence the screening by Cleveland is not deemed necessary). He performs the same function on the incoming action mail which has been or is to be handled by the operating sections. His miscellaneous duties are of a coordinating nature for the entire division, which one would logically expect would be the responsibility of the Assistant Director's #1 Man. In the interest of economy and in the extremely important interest of placing primary responsibility where it properly belongs, the Inspector feels that Mr. Cleveland's position should be abolished in the divisional Front Office. If this is approved, the division should make an analysis of the signature mail and submit recommendations for having as much of that cleared at the Section Chief level as possible, the yardstick being whether the Front Office can justify for some essential reason that all mail received by it must be reviewed beyond the level of the Section Chief. A similar analysis should be made of the incoming nonsignature mail to insure that as much of that, as possible, is sent directly to the Section Chief so as to get it as promptly as possible to the place where action need be taken; the remainder which the Front Office justifies continuing to receive, should be initially screened by the Front Office secretaries.

Should the abolishment of Mr. Cleveland's position be approved, the division will not lose the benefit of his broad experience and administrative abilities because there is a vacancy in the position of #1 Man to Section Chief Ralph Roach of the Liaison Section caused by the recent transfer of Norman Philcox to Paris. Philcox was in GS 14. The Inspector feels that Cleveland should remain in GS 15 and this would be justified because he would be able to not only serve as #1 Man to the Section Chief but concentrate on guiding and directing the Foreign Liaison operations which has responsibility for all of the Bureau's 10 foreign offices. Such would materially strengthen the Seat of Government control and administration over these 10 offices which need strong

administrative guidance in view of the unique problems and the remoteness of the offices from headquarters.

RECOMMENDATIONS:

See cover memo.

PERMANENT BRIEF OF PERSONNEL FILE OF WILLIAM V. CLEVELAND ATTACHE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR Domest & Intell. Div. DATE: October 18, 1958

FROM : H. L. EDWARDS

Tolson
Boardman
Belmont
Mohr
Nease
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

SUBJECT: CHANGES IN FLOW OF INCOMING AND OUTGOING MAIL FRONT OFFICE OF DOMESTIC INTELLIGENCE DIVISION OCCASIONED BY ABOLISHMENT OF POSITION OF SUPERVISOR WILLIAM V. CLEVELAND

Flow of Mail Domest. Int. Div.

Mr. Belmont submitted memorandum of 10/14/58 (attached) recommending changes in flow of incoming and outgoing mail occasioned by abolishment of Front Office position of Supervisor William V. Cleveland which Director approved. Director also approved this survey being made to select those incoming items which can be sent directly to Section Chiefs or screened by Front Office secretaries, and those outgoing items which could be cleared by Section Chiefs.

1. Incoming Mail: Mr. Belmont is eliminating 3 categories of incoming action mail from first being routed to his Front Office and remaining mail will be screened by his GS-9 secretary to select and route those items which should be seen by Section Chiefs, Branch Chiefs, or Mr. Belmont. These adjustments conform to initial recommendations of Inspector and should be approved. Inspector also recommending incoming action mail be made the subject of continuing analysis for next 60 days to see whether other categories which now come to the Front Office can be directly sent to sections, thus promoting prompt handling and eliminating nonessential intermediate screening step.

2. Outgoing Signature Mail: Mr. Belmont lists 30 types of mail which should continue to be sent to his Front Office for approval of Inspectors Moore, Sizoo, and/or himself. These categories are all sound and constitute mail which the Inspector agrees is sufficiently important from the standpoint of policy or other reasons to receive such review With slight exception, most of this mail has to be seen also by Mr. Tolson's Office and some of it by the Director. Of course, Mr. Belmont will continue to personally approve any mail which Mr. Tolson or Director must see.

67-149084-2484

Mr. Belmont lists 25 samples of types of mail which he recommends be cut off at Section Chief level and after approval by Section Chief, sent directly to Reading Room or Mail Room. This is mail Cleveland previously initialed directly to Mail Room or Reading Room and one of the Inspector's recommendations in eliminating Cleveland's position was that responsibility for this less important mail should be placed at the Section Chief level. The only types of signature mail which Mr. Belmont recommends the Section

HLE:jlj/mjs (7)
1 - Mr. Belmont
1 - Training and Inspection Division (Attention: H. B. Fletcher)
1 - Mr. Clayton

Enclosure

Chiefs initial to the Reading Room and Mail Room which previously went through Mr. Tolson's Office (they were handled in Mr. Tolson's Office by [redacted] are 2 categories: (1) Letters to the Department of a routine nature, such as calling Department's attention to fact enclosure mentioned in letter from Department not received and asking that enclosure be forwarded; letters merely transmitting copies of reports to Department and asking for prosecutive opinion (these are non-policy Fraud vs. Government cases where Department gives prosecutive opinion same as Agent gets from U. S. Attorney in field; in any case where problem involved, memo would be prepared and sent through Belmont) and letters advising Department subjects being removed from Security Index since no longer fit criteria (in these latter cases decision to remove from Index has been made on Section level in clear-cut cases, or by Mr. Tolson's Office if questionable case); (2) Routing letters to Brigadier Spry, Director-General of Security, Melbourne, Australia, such as negative name checks, letters requesting he exhibit photographs for identification purposes, etc. These 2 categories of mail involve no new or questionable policy and I agree they could go directly to Reading Room or Mail Room. If Mr. Tolson agrees, Mr. Belmont will be so authorized. b6 b7C

Mr. Belmont will emphasize to all Section Chiefs that although particular category of mail is type Section Chiefs can initial to Reading or Mail Room, nevertheless, they must constantly be alert to forward to Front Office any item where good judgment would indicate it should be seen by the Director, Mr. Tolson, or officials in Front Office. Inspector agrees this is essential; also, Mr. Belmont and Branch Chiefs must conduct regular, frequent spot checks to insure Section Chiefs properly discharging responsibility regarding both incoming and outgoing mail, and Belmont must not just "assume" they are doing so.

Inspector feels Mr. Belmont's recommended adjustments in flow of signature mail should be approved on a 60-day trial basis, during which time continuing analysis should be made by Belmont, Branch Chiefs, as well as Section Chiefs, and matter re-evaluated at end of 60 days to make additional adjustments warranted by experience. Pending 60-day trial period, no changes should be made in Supervisor's Manual.

RECOMMENDATIONS:

1. That approval be given afore-mentioned adjustments in incoming and outgoing mail, recommended instructions regarding indoctrination of Section Chiefs, continuing analysis for 60-day trial period, and spot checks as outlined herein.

Jague W. Edwards
EPC 10/20

RECOMMENDATION NO. 2 on next page.

RECOMMENDATIONS: (Continued)

2. That Training Section of Training and Inspection Division follow matter of having Supervisor's Manual changed after 60-day evaluation has been made. Meanwhile, Inspector will also check flow of mail during inspection of Investigative Division scheduled to begin immediately after Domestic Intelligence Division inspection.

Agree
10/20

Upon approval of foregoing, Mr. Belmont will be immediately advised.

10/20

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

11-12-58

I certify that I have ~~received~~ returned the following Government property for official use:

387 Key to Room 1742

FILE
3-M
PER

138

67-NOT RECORDED
1 NOV 14 1958

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) William V. Cleveland
L. Lee

(Typed Signature) William V. Cleveland

FD-281a (Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

10-23-58

I certify that I have received the following Government property for official use:
~~XXXXXXX~~
~~returned~~

Liaison
FBI/Lapel Pin #7

FILE
3-M
PER dq

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

Very truly yours,

(Written Signature) W V Cleveland

(Typed Signature) William V. Cleveland

67 NOV 1 [illegible]
3 OCT 28 1958
24

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: May 5, 1959

FROM : William V. Cleveland

SUBJECT: WILLIAM V. CLEVELAND
SPECIAL AGENT
LIAISON SECTION, DID

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

In May, 1958, the writer advised you that he had been elected Lay Leader by the Quarterly Conference of the Alexandria District of the Methodist Church.

This is to advise that at a meeting of the Quarterly Conference of the Alexandria District on the evening of May 4, 1959, at the Central Methodist Church, Arlington, Virginia, the writer was re-elected as Lay Leader to serve for the church year commencing June 1, 1959.

As was the case last year, the writer carefully explained that it would not be possible to be present at all meetings in the District, and that at others the writer would be late arriving due to work commitments.

ACTION:

For your information.

WVC:mls (3)
1-Mr. Belmont
1-Mr. Cleveland

134 975-266
30
7 MAY 7 1959

THRU

MAY 2 12 PM '59
FBI - DIV. 6

MAY 11 1959

Standard Form 88
(Revised June 1956)

REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME (Type or print) Cleveland, William Verner	2. GRADE AND COMPONENT OR POSITION special agent	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)	5. PURPOSE OF EXAMINATION annual physical	6. DATE OF EXAMINATION 3-4-59

7. SEX	8. RACE	9. TOTAL YEARS GOVERNMENT SERVICE		10. AGENCY	11. ORGANIZATION UNIT
		MILITARY	CIVILIAN		
m	w				

12. DATE OF BIRTH	13. PLACE OF BIRTH	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN
1-12-16	Mississippi	

15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS	16. OTHER INFORMATION
N.N.M.C.	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY (Total)	LAST SIX MONTHS

CLINICAL EVALUATION

NORMAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNORMAL
	18. HEAD, FACE, NECK, AND SCALP	
	19. NOSE	
	20. SINUSES	
	21. MOUTH AND THROAT	
	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	
	23. DRUMS (Perforation)	
	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60 and 67)	
NE	25. OPHTHALMOSCOPIC	
	26. PUPILS (Equality and reaction)	
	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
	28. LUNGS AND CHEST (Include breasts)	
	29. HEART (Thrust, size, rhythm, sounds)	
	30. VASCULAR SYSTEM (Varicosities, etc.)	
	31. ABDOMEN AND VISCERA (Include hernia)	
	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	
	33. ENDOCRINE SYSTEM	
	34. G-U SYSTEM	
	35. UPPER EXTREMITIES (Strength, range of motion)	
	36. FEET	
	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
	38. SPINE, OTHER MUSCULOSKELETAL	
	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
	40. SKIN, LYMPHATICS	
	41. NEUROLOGIC (Equilibrium tests under item 72)	
	42. PSYCHIATRIC (Specify any personality deviation)	
	43. PELVIC (Females only) (Check how done) ☐ VAGINAL ☐ RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

copy OWRP 7-78 any

copy sent FSA 5-78 any

RECORDED - 19

ENCLOSURE

67- 267
Searched ____ Numbered ____
5 MAY 12 1959

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.)

O—Restorable teeth
I—Nonrestorable teeth
X—Missing teeth
XXX—Replaced by dentures
(6 X 8)—Fixed bridge, brackets to include abutments

RIGHT																	LEFT
	x	x	x	4	5	6	7	x	9	10	11	12	x	x	x	16	
	32	x 31	x	29	28	27	26	25	24	23	22	x	20	19	18	17	

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

meets dental standards

LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY 1.024		46. CHEST X-RAY (Place, date, film number and result)
B. ALBUMIN neg.	D. MICROSCOPIC neg.	053010C neg.
C. SUGAR neg.		

47. SEROLOGY (Specify test used and result)	48. EKG	49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS
neg.	normal		

MAY 1 - 1959

38

MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT	52. WEIGHT	53. COLOR HAIR	54. COLOR EYES	55. BUILD:	56. TEMPERATURE
68	180	brown	brown	☐ SLENDER ☐ MEDIUM ☒ HEAVY ☐ OBESE	98.2

57. BLOOD PRESSURE (*Arm at heart level*)

A. SITTING	SYS. 102	B. RECUMBENT	SYS.	C. STANDING (3 min.)	SYS.
	DIAS. 64		DIAS.		DIAS.

58. PULSE (*Arm at heart level*)

A. SITTING	B. AFTER EXERCISE	C. 2 MIN. AFTER	D. RECUMBENT	E. AFTER STANDING 3 MIN.
80				

59. DISTANT VISION	60. REFRACTION	61. NEAR VISION
RIGHT 20/ 20 CORR. TO 20/	BY S. OX	20-12 CORR. TO BY
LEFT 20/ 50 CORR. TO 20/ 20	BY lens S. OX	20-15 CORR. TO BY

62. HETEROPHORIA (*Specify distance*)

ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. CT PC PD

63. ACCOMMODATION	64. COLOR VISION (*Test used and result*)	65. DEPTH PERCEPTION (*Test used and score*)	UNCORRECTED
RIGHT LEFT	AOC 1946 normal		CORRECTED
66. FIELD OF VISION	67. NIGHT VISION (*Test used and score*)	68. RED LENS TEST	69. INTRAOCULAR TENSION

70. HEARING

RIGHT WV 15 /15 SV /15.

LEFT WV 15 /15 SV /15

71. AUDIOMETER

	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192
RIGHT	0	0	0	0		10		35
LEFT	0	0	0	0		45		55

72. PSYCHOLOGICAL AND PSYCHOMOTOR (*Tests used and score*)

73. NOTES (*Continued*) AND SIGNIFICANT OR INTERVAL HISTORY

(*Use additional sheets if necessary*)

74 SUMMARY OF DEFECTS AND DIAGNOSES (*List diagnoses with item numbers*)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (*Specify*)

76. A. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (*Check*)

A. ☒ IS QUALIFIED FOR
B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER.

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN G. R. JOHNSTON, CAPT, MC, USN	SIGNATURE S/ G. R. Johnston
80. TYPED OR PRINTED NAME OF PHYSICIAN	SIGNATURE
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (*Indicate which*)	SIGNATURE S/ J. B. Ferris (EFC)
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY	SIGNATURE / NUMBER OF ATTACHED SHEETS

U. S. GOVERNMENT PRINTING OFFICE : 1957 O—432298

Standard Form 513
Rev. August 1954
Promulgated
By Bureau of the Budget
Circular A—32

CLINICAL RECORD	CONSULTATION SHEET

REQUEST

TO:	FROM: (Requesting ward, unit, or activity)	DATE OF REQUEST
EAR CLINIC	STAFF CLINIC	3-4-59

REASON FOR REQUEST (Complaints and findings)

This FBI SA appeared this date for his annual physical examination and it was noted he has never been afforded an audiogram. Please do audiogram for record purposes. Thank you.

PROVISIONAL DIAGNOSIS

DOCTOR'S SIGNATURE	APPROVED	PLACE OF CONSULTATION	
S/ G. R. Johnston		☐ BEDSIDE ☒ ON CALL	☐ EMERGENCY ☒ ROUTINE

CONSULTATION REPORT

3-4-59:

Audiogram reveals bilat. high frequency loss of minimal degree which is of no clinical significance.

S/ M. C. Shea
LT MC USN

(Continued on reverse side)

SIGNATURE AND TITLE	DATE	IDENTIFICATION NO.	ORGANIZATION

PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)	REGISTER NO.	WARD NO.
CLEVELAND, WILLIAM VERNER SPECIAL AGENT, FBI		STAFF CLINIC

CONSULTATION SHEET
Standard Form 513

U. S. GOVERNMENT PRINTING OFFICE: 1958-O-478627 16-56119-5†

FD-300 (Rev. 5-21-58)

ATTACHMENT TO STANDARD FORM 88, REPORT OF MEDICAL EXAMINATION

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER

Name of Examinee: CLEVELAND WILLIAM VERNER
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	62
3	65
11	67
14	68
17	69
46	71
48	72
49	

46. Is necessary unless facilities for affording same are not readily available.

48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.

49. Is necessary unless facilities for affording same are not readily available.

71. Audiometer examinations should be afforded whenever possible.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee [✓] is [ ] is not qualified for strenous physical exertion.

TO BE ANSWERED IN THE CASE OF ALL MALE EMPLOYEES AND MALE APPLICANTS:

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?
[✓] No [ ] Yes. If "yes," please specify defects. _____

2. Does examinee have any defects prohibiting safe operation of motor vehicles?
[✓] No [ ] Yes. If "yes" please specify defects. _____

ENCLOSURE 67-2671

Weights for Males

Height Feet-Inches	SMALL FRAME Desirable	SMALL FRAME Maximum	MEDIUM FRAME Desirable	MEDIUM FRAME Maximum	LARGE FRAME Desirable	LARGE FRAME Maximum
5 4	121-131	143	129-139	152	136-148	162
5 5	124-134	146	132-142	155	140-152	166
5 6	128-138	151	136-146	160	144-157	172
5 7	131-142	155	140-151	165	148-161	176
5 8	135-146	160	144-155	170	152-165	181
5 9	139-150	164	148-159	174	156-170	186
5 10	143-154	168	152-163	178	160-175	192
5 11	147-159	174	156-168	184	164-180	197
6 0	152-164	179	161-173	189	169-185	203
6 1	158-170	186	166-179	196	174-191	209
6 2	163-175	192	171-184	201	179-197	216
6 3	168-180	197	176-189	207	184-202	221
6 4	174-186	204	182-195	214	190-208	228
6 5	180-191	209	188-201	220	196-214	234

3. Examinee's frame is [ ] small [ ] medium [X] large

4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight [ ] Satisfactory [ ] Excessive [ ] Deficient

5. Under proper medical supervision, examinee should [ ] lose _____ pounds

[ ] gain _____ pounds

Remarks: over desirable - under maximum - reduce 1-1½# each month for next year.

G. R. Johnston
(Signature of Medical Examiner)

MAR 23 1959
(Date)

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: May 8, 1959

FROM : William V. Cleveland

SUBJECT: WILLIAM V. CLEVELAND
ANNUAL PHYSICAL EXAMINATION

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

Attached hereto is my annual physical examination report which the writer has initialed.

It is noted that the writer weighed in at 180 pounds, which is over the desirable weight, but under the maximum. It is further noted that it is desired that my weight be reduced to 168 pounds. The writer has not been successful in reducing his weight below 180 pounds up to the present time, but a program of dieting and exercise is being followed in an effort to accomplish this.

ACTION:

The Physical Unit will be kept advised of the progress being made on a 30-day basis.

Enclosure

WVC:mls (4)
1-Mr. Belmont
1-Physical Unit

3 ENCLOSURES

67-268

2 MAY 13 1959

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Belmont

DATE: June 16, 1959

FROM : R. R. Roach

SUBJECT: WILLIAM V. CLEVELAND
PHYSICAL MATTER

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

This is to advise that Mr. William V. Cleveland's present weight is 179 pounds. He was weighed by Coach Meyers in the gymnasium today.

WVC:mls (5)
1-Mr. Belmont
1-Mr. Roach
1-Administrative Division
1-Mr. Cleveland

Will follow

RECORDED - 181

269
94

JUN

35

S JUN 24 1959

35

FD-289 (3-28-56)

PAST SAFE DRIVING RECORD CERTIFICATION

TO BE FILLED IN BY OPERATOR

NAME OF OPERATOR (PRINT - LAST, FIRST, MIDDLE INITIAL)	DATE
CLEVELAND, WILLIAM V.	5-26-59

DIVISION AND SECTION ASSIGNED	POSITION TITLE
V - LIAISON	SPECIAL AGENT

THIS IS TO CERTIFY THAT I PRESENTLY [✓] HOLD [ ] DO NOT HOLD A VALID MOTOR VEHICLE OPERATOR'S PERMIT OR DRIVER'S LICENSE.

PERMIT ISSUED BY: (STATE, TERRITORY POSSESSION, DISTRICT)	PERMIT NUMBER	PERMIT EXPIRES
VA.	458617	1-31-61

THIS IS AN UNRESTRICTED ~~(RESTRICTED)~~ PERMIT. (IF RESTRICTED, EXPLAIN BELOW)
(STRIKE OUT ONE)

THIS FURTHER CERTIFIES THAT DURING THE PAST THREE YEARS I HAVE DRIVEN A MOTOR VEHICLE (GOVERNMENT OR PERSONALLY OWNED) APPROXIMATELY 25,000 MILES. DURING THIS TIME (A) I [ ] HAVE [✓] HAVE NOT RECEIVED A TRAFFIC VIOLATION TICKET; (B) I [ ] HAVE [✓] HAVE NOT BEEN HELD AT FAULT* AS THE DRIVER OF A MOTOR VEHICLE INVOLVED IN A TRAFFIC ACCIDENT. IF AFFIRMATIVE ANSWER, PLEASE EXPLAIN IN ADJACENT SPACE GIVING NUMBER AND DATES OF OFFENSES.

* "AT FAULT" MEANS ANY CASE IN WHICH RESPONSIBILITY IS CONCEDED BY EMPLOYEE OR HIS INSURANCE COMPANY OR LIABILITY IS FIXED BY DULY CONSTITUTED AUTHORITY.

William V. Cleveland
SIGNATURE OF OPERATOR

TO BE FILLED IN BY REVIEWING OFFICIAL

NAME OF REVIEWING OFFICIAL (PRINT - LAST, FIRST, MIDDLE INITIAL)	POSITION TITLE	DATE
Roach, Ralph R.	Section Chief	6/9/59

THE PERSONNEL FILE OF THIS EMPLOYEE HAS BEEN REVIEWED AND REFLECTS THE FOLLOWING INFORMATION CONCERNING THE OPERATION OF A MOTOR VEHICLE ON OFFICIAL BUSINESS DURING THE PAST THREE YEARS:

[X] CONTINUOUS SAFE DRIVING RECORD

[ ] INVOLVED IN TRAFFIC ACCIDENT AND FOUND AT FAULT **

I CERTIFY THAT THIS EMPLOYEE IS:

[X] QUALIFIED ON THE BASIS OF HIS SAFE DRIVING RECORD TO OPERATE MOTOR VEHICLES ON OFFICIAL BUSINESS.

[ ] NOT QUALIFIED AND MUST DEMONSTRATE HIS QUALIFICATIONS BY SATISFACTORILY PASSING A ROAD TEST EXAMINATION BEFORE OPERATING A MOTOR VEHICLE ON OFFICIAL BUSINESS.

REMARKS:

46

1 JUN 24 1959

** "AT FAULT" MEANS ANY CASE IN WHICH THE BUREAU HAS TAKEN DISCIPLINARY ADMINISTRATIVE ACTION AGAINST THE EMPLOYEE.

R R Roach
(SIGNATURE OF REVIEWING OFFICIAL)